



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**ENVIRONMENTAL SECRETARY
ECTOR COUNTY HEALTH DEPARTMENT**

The Ector County Health Department is in need of an Environmental Secretary. The Environmental Secretary will be under the direct supervision of the Department Coordinator and Director.

PRIMARY DUTIES: Performs all routine clerical tasks such as typing, filing, limited bookkeeping, and data entry, record keeping for environmental/food accounts and inspection reports. Duties will include answering the telephone, assisting the public with questions, complaints or concerns. Insures procedures are in place and the necessary forms are accurately completed for accounts and establishments are required. Interpreting for Spanish speaking clients on the telephone and in person during office hours and other duties as assigned by the Director and Chief Sanitarian. Regular attendance is required. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: High school degree or GED. Must have 6 months of full-time paid employment or its part-time equivalent performing clerical work and be proficient in computer operations. Must be able to type 30wpm with minimum errors, file correctly in alphabetical order and have legible handwriting skills. Must have good oral and written communication skills, prefer bilingual (English/Spanish) with the ability to communicate effectively in both English and Spanish, and the capability to write, speak and translate. Must have a valid Texas driver's license with an insurable driving record.

SALARY: \$16.38 - \$17.04 p/h plus benefits; Workdays & hours: Monday-Friday; 8:00-5:00pm with occasional weekends.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. Eighth Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.