



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**HUMAN RESOURCES DEPARTMENT COORDINATOR/PAYROLL ASSISTANT**

Ector County Human Resources Department is accepting applications for a Human Resources Department Coordinator/Payroll Assistant. Reports directly to Human Resources Director.

**PRIMARY DUTIES AND RESPONSIBILITIES:** Completes clerical duties for the human resources department. Provides administrative support to the department and employees. Assist in recruiting candidates. The HR Department Coordinator's position is often exposed to all human resources procedures and assists with tasks throughout all areas of the HR department. Coordinator assists with guiding employees through various human resource processes, including answering any questions they may have about policies. The HR Department Coordinator may also assist with administering benefits, processing payroll, and handling any problems or questions. The position also has an active role in ensuring all human resource functions are complying with local, state, and federal regulations; and assist with job-related projects, as requested by supervisors. Observes confidentiality of all human resource information.

Additional essential HR Department coordinator duties include:

- Consulting with employer and identifying employment needs
- Job Postings
- Conducts all pre-employment screening process
- Performing background checks on applicants
- Informing applicants about positions details, including working conditions, benefits, and job duties
- Conducting or helping with new employee orientation
- Completing all new employee onboarding paperwork
- Maintaining process paperwork and employment records
- Maintain eligibility enrollment for 3<sup>rd</sup> party benefits such as county's retirement system

**MINIMUM QUALIFICATIONS:** High school degree or equivalent. Knowledge of general office practices and procedures required. Knowledge of County government organization and services beneficial. Ability to use word processing programs and spreadsheet functions, read and understand instructions, analyze, and interpret data, spell, and use correct grammar, prioritize, and meet deadlines, communicate effectively verbally and in writing, work independently in absence of specific instructions and establish and maintain effective working relationships with County employees and the public. Over one year experience in general office operations with public contact desired. Ability to type 45 WPM, and data entry experience desired. Ability to work with numbers, details, accuracy, and a deadline is critical.

**SALARY:** DOE. Workdays & hours are Monday-Friday 8:00am to 5:00pm. Rarely, special projects might require a short period of compensatory time. This is a non-exempt position.

**DEADLINE: UNTIL SUFFICIENT APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION**

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Submit resume, cover letter, and any relevant certifications or credentials. 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.