



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**DEPUTY CLERK
JUSTICE OF THE PEACE, PRECINCT 3**

The Ector County Justice of the Peace, Precinct 3 is in need of a Deputy Clerk. The Clerk will be under the supervision of the Assistant Deputy Clerk and the Justice of the Peace Judge.

PRIMARY DUTIES: The clerk will be responsible for assisting the Deputy Clerk in filing civil suits (Small Claims Court); DPS Traffic Tickets, Jail Complaints for Class C Misdemeanors enter on computer, receipts for payments (mailed in & walk-ins); set trials, issue warrants, IBC Warrants, file Small Claims suits, telephone screening and fine amounts; and all other duties as required by the Justice of the Peace Judge.

MINIMUM QUALIFICATIONS: High school Degree or Equivalent; experience in clerical or secretarial fields are helpful. Must have the ability to type 40 wpm with minimal errors; be able to file alphabetically and numerically with minimal errors, have legible handwriting, use ten key by touch and have some computer experience.

SALARY: DOE plus excellent benefits, Monday thru Friday; 8 a.m. -5 p.m.

DEADLINE: UNTIL SUFFICIENT AMOUNT OF 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. 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.