

Risk Management/Insurance Department  
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Fax: (432) 498-4097



Payroll/Retirement Department  
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**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**PART-TIME DEPUTY CLERK  
JUSTICE OF THE PEACE PRECINCT 3**

The Ector County Justice of the Peace, Precinct 3 is in need of a Part-time Deputy Clerk. The Part-time Deputy Clerk will be under the direct supervision of the Justice of the Peace Judge, Pct. 3.

**PRIMARY DUTIES:** The Part-time Deputy Clerk provides administrative support by assisting the general public; accepts pleas and collects fines on criminal Class C misdemeanor cases; accepts and processes all cases and legal documentation filed with the Court.; notifies the proper agencies, attorneys and the general public with regards to Court schedules; schedules trials; maintains examining and trial dockets; assists in empaneling juries and performs all other duties as required by the Justice of the Peace Judge.

**MINIMUM QUALIFICATIONS:** High school/GED; must have at least 1 year experience in clerical or secretarial fields; have the ability to type 35 wpm with minimal errors and have computer knowledge in word processing, data entry, Office Manager experience, Bi-lingual read and write in Spanish and knowledge with Odyssey.

**SALARY:** DOE; work days: Monday-Friday

**DEADLINE: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.**

Please apply in Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas or apply online at [applications@ectorcountytexas.gov](mailto:applications@ectorcountytexas.gov). 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.

06/28/16

Job #430