

Risk Management/Insurance Department  
Office: (432) 498-4011  
Fax: (432) 498-4097

Payroll/Retirement Department  
Office: (432) 498-4026  
Fax: (432) 498-4097



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**ECTOR COUNTY LAW ENFORCEMENT CENTER  
SECRETARY**

The Ector County Law Enforcement Center is in need of a secretary. The Secretary will be under the supervision of the Director of Nurses.

**PRIMARY DUTIES:** Maintain inmate records in the computer system; answering the telephone; filing and other general office duties; working effectively with the public, as well as other employees within the Sheriff's Office; and performs all other duties as assigned by the Director of Nurses.

**MINIMUM QUALIFICATIONS:** A High school Diploma/GED is required. One (1) year minimum of medical/secretarial office or related experience. Requires computer knowledge skills; good organizational skills; able to work independently; be able to communicate effectively with the public both orally and in writing; good telephone etiquette. People oriented. Must have a valid Texas Driver's License with an insurable driving record.

**SALARY:** \$16.38 p/h; Monday thru Friday; 8a.m.–5 p.m.; plus excellent benefits.

**DEADLINE: APPLICATIONS WILL BE ACCEPTED UNTIL A SUFFICIENT AMOUNT HAVE BEEN SUBMITTED FOR CONSIDERATION.**

Please apply at the Ector County Human Resources Department located at 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.

The Immigration Reform and Control Act of 1986 requires all persons to whom a job offer is extended to provide proof of identity and eligibility to work in the U.S. before employment processing is completed. Passing a pre-employment urinalysis drug screen is required.

