



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**SECRETARY/RECEPTIONIST
PLANNING AND DEVELOPMENT**

Planning and Development is in need of a Secretary/Receptionist. The Secretary/Receptionist will be under the supervision of the Director.

PRIMARY DUTIES: The Secretary/Receptionist will receive and direct all incoming calls and visitors, take messages, receive and sort all incoming mail and correspondence, receive and stock all supplies. Performs overall general clerical duties and all other duties as required by the Commissioners' Court and the Administrative Assistant.

MINIMUM QUALIFICATIONS: A high school diploma or equivalent; must have clerical and data processing; must have experience in Word, Window XP and Excel and must have the ability to type 35wpm with minimal errors.

SALARY: DOE plus excellent benefits; hours are from 8:00 a.m. – 5:00 p.m.; Monday thru Friday.

Deadline for Application: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply at the Ector County Annex Building located at 1010 E. 8th Street, Human Resources Building, 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 that 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 (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.