



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**FULL TIME DEPUTY CLERK
ECTOR COUNTY SHERIFF'S OFFICE**

The Ector County Sheriff's Office is in need of a Full-Time Deputy Clerk. The Full-Time Deputy Clerk will be under the supervision of the Support Services Sergeant and the Sheriff.

PRIMARY DUTIES: Full-Time Deputy Clerk will be responsible in assisting the Bail Bond Coordinator with filing and reporting. They will also help pull reports for the Bonds, the Judges, and the Clerks' Offices. The part-time deputy clerk will also be entering citations and field interview cards into an alpha system, filing Jail paperwork, and Sheriff's Office reports. The full-time deputy clerk will also be cross trained in answering department phone calls. The part-time deputy clerk will need to work effectively within the office as well as with other employees within the Sheriff's Office. They will and should perform all other duties as assigned by the Support Services, Sergeant, and the Sheriff.

MINIMUM QUALIFICATIONS: High school Diploma/GED is required, general clerical and office related experience is helpful. Must be able to type 40 wpm with minimal errors. Must be proficient in filing alphabetically and have good phone etiquette. Applicant must remain professional at all times while dealing with the public, other County Officials, and employees.

- Clerical Testing will be given at the time the application is submitted

SALARY: \$15.61 p/h with retirement benefit. Work days & hours: Monday-Friday; (no weekends) 8:00am-5:00pm

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate based on 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 Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

