

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**

**DEPUTY CLERK  
ECTOR COUNTY TREASURER'S OFFICE**

The Ector County Treasurer's Office is in need of a Deputy Clerk. The Deputy Clerk will be under the supervision of the County Treasurer County Clerk.

**PRIMARY DUTIES:** The Deputy Clerk will be responsible for answering the telephone, working the mail, cash handling skills, knowledge and skills in data entry, typing, filing, computer software information, calculator and communications. Knowledge of creating an Excel spreadsheet. Reconcile bank accounts. Create invoices. Balance credit card payment. Assist in Payroll distribution. Perform daily balancing. Serves the public and have the ability to establish positive rapport with the public and create a positive attitude toward all county departments and outside contacts.

**MINIMUM QUALIFICATIONS:** High School diploma or GED; ability to type 30 wpm with minimal errors, be able to use a 10-key calculator by touch, file alphabetically with minimal errors, have legible handwriting and must have clerical experience of one (1) year or more in office procedures.

**\* Clerical Testing will be given at the time the application is submitted.**

**SALARY:** \$15.30 p/h, plus excellent benefits; work days & hours: Monday-Friday: 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. 8<sup>th</sup> St., 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's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

County Treasurer reserve the right to hire or promote from within the County Treasurer's Office.

1010 E. 8<sup>th</sup> Street, Suite 126, Odessa, Texas 79761 432-498-4025 [www.co.ector.tx.us](http://www.co.ector.tx.us)

