



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**SECRETARY  
ECTOR COUNTY CEMETERY**

The Ector County Cemetery is in need of a Secretary. The Secretary will be under the supervision of the Cemetery Director.

**PRIMARY DUTIES:** Secretary provides clerical support to the Ector County Cemetery Department. Typical responsibilities of the job includes: answering calls, completing requests by greeting general public in person or on the telephone, answering or referring inquiries, performing secretarial duties; filing; communicates with funeral homes and families regarding the funeral arrangements; maintaining and updating files according to departmental standards and guidelines. Secretary will also perform other specialized tasks and projects as assigned, keep informed of and complying with all Ector County policies affecting the Ector County Cemetery Department and all other clerical duties as assigned by the Cemetery Director.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; must be able to type 35wpm with minimal errors; be able to use a 10-key calculator by touch, must be able to communicate clearly, both orally and in writing; file alphabetically with minimal errors; have experience in data entry and have clerical experience of one (1) year or more in office procedures and have a valid Texas Driver's license with an insurable driving record

- Clerical Testing will be given at the time the application has been submitted

**SALARY:** \$12.86p/h with 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 Ector County Annex Building 1010 E. 8<sup>th</sup> 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 is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

03/05/19

Job #592