



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**ECTOR COUNTY JUVENILE PROBATION
SECRETARY**

The Ector County Juvenile Probation Office is in need of a Secretary. The secretary will be under the general supervision of Administration.

PRIMARY DUTIES: Secretary provides clerical support to the Juvenile Probation Office. Typical responsibilities of the job includes but not limited to: answering phones, copying, faxing documents of importance, general data entry, completing mail outs, typing materials, filing, and setting appointments. Ideal applicant must work effectively with the public, as well as other Ector County employees; and perform all other duties as assigned by the Director and any other Juvenile Probation administration staff.

MINIMUM QUALIFICATIONS: High school diploma/GED; must be at least 21 years of age with a valid Texas Driver's license with an insurable driving record. Experience in general office procedures; type 40 wpm; knowledge of proper telephone procedure and filing.

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

SALARY: \$12.86 to \$14.46 per hour. Hours are Monday through Friday 8:00am-5:00pm, no weekends.

APPLICATION DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply 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.

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.