



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

SECRETARY
ECTOR COUNTY HEALTH DEPARTMENT

The Ector County Health Department is in need of a Secretary. The Secretary will be under the direct supervision of the Department Coordinator and Director.

PRIMARY DUTIES: Performs all routine clerical tasks such as typing, filing, limited bookkeeping, data entry, record keeping (S.T.D. records, communicable disease reporting, and immunization registration). Duties will include answering the telephone, assisting the public at the front counter, scheduling appointments for Yellow Fever Shots. Translating for Spanish speaking clients on the telephone and in person during Immunization clinics, S.T.D. & H.I.V. clinics and when needed for Health and Sanitation Inspectors.

MINIMUM QUALIFICATIONS: High school diploma or GED, must have 6 months of full-time paid employment or its part-time equivalent performing clerical work and be proficient in computer operations. Must be able to type 40wpm with minimum errors, file correctly in alphabetical order and have legible handwriting skills. Must have a valid Texas driver's license with an insurable driving record. Must be bilingual in the Spanish speaking language.

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

SALARY: \$12.86 to \$15.04p/h or DOE with benefits, workdays & hours: Monday-Friday, 8:00am-5:00pm with occasional shift hours and weekends

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at the Ector County Annex Building, 1010 E. Eighth, 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's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

09/05/19

Job #603