

Risk Management/Insurance
Department Office:(432)498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**ECTOR COUNTY PRETRIAL & POST SENTENCE MONITORING
SECRETARY**

The Ector County Pretrial & Post Sentence Monitoring Department is in need of a Secretary. The Secretary will be under the supervision of the Director and Administrative Assistant.

PRIMARY DUTIES: The Secretary provides clerical support to the Pretrial & Post Sentence Monitoring 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 Administrative staff. **Bilingual (Spanish) a must.**

MINIMUM QUALIFICATIONS: Must have a High School Diploma or GED; must be at least 21 years of age with valid Texas Driver's license with an insurable driving record. Experience in general office procedures, knowledge of proper telephone etiquette. *Clear Criminal History a must.

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

SALARY: \$16.38 to \$17.04 per hour. Hours are 8:00 a.m. - 5:00 p.m.; Monday thru Friday, plus excellent benefits.

APPLICATION DEADLINE: Deadline for applications is, Until Filled.

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 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.