



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**PARALEGAL CLERK
ECTOR COUNTY ATTORNEY OFFICE**

The Ector County Attorney's Office is in need of a Paralegal Clerk. The Paralegal Clerk will be under the direct supervision of the Assistant County Attorney and the County Attorney.

PRIMARY DUTIES: The Paralegal Clerk provides clerical support to the Ector County Attorney's Office. Typical responsibilities of the job includes: preparing all paperwork for jury trials, revocations, guilty pleas, organizes dockets, performs tasks as requested by attorney, communicate with attorneys and necessary agencies of all court settings, handling clerical and legal duties and any other duties as assigned by the Assistant Attorney and the County Attorney.

MINIMUM QUALIFICATIONS: High school diploma/GED; must be a certified paralegal or have two (2) years' experience as a legal secretary; must have strong communication skills, be able to interact with court personnel and attorneys. Strong reading skills are required, must be computer proficient, be able to type 40 wpm with minimal errors, operate a ten-key by touch, file alphabetically, and have legible handwriting.

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

SALARY: DOE \$15.43-18.03 p/h with excellent benefits; workdays & hours: Monday-Friday 8:00am-5:00pm

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at the Actor County Annex Building 1010 E. 8th 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.

01/15/19

Job #581