

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



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**DEPUTY CLERK
ECTOR COUNTY DISTRICT CLERK'S OFFICE**

The District Clerk's Office is in need of a Deputy Clerk. The Deputy Clerk will be under the supervision of the District Clerk.

PRIMARY DUTIES: The Deputy Clerk will be responsible for computer entry and handling large sums of money; filing papers and new court cases; waiting on the public and being responsive to the public; answering the telephone and responding to telephone requests; working the mail; issuing all types of legal forms; and other related duties as assigned by the District Clerk.

MINIMUM QUALIFICATIONS: High School diploma or GED; ability to type 40 wpm with minimal errors, be able to use a 10-key calculator by touch, file alphabetically and have legible handwriting. Must have clerical experience of one (1) year or more in office procedures

***CLERICAL TESTING WILL BE GIVEN AT THE TIME THE APPLICATION IS SUBMITTED**

SALARY: \$13.86 p/h DOE, plus excellent 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 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.

10/25/18

Job #554