



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

LEGAL SECRETARY
ECTOR COUNTY DISTRICT ATTORNEY'S OFFICE

The Ector County Attorney's Office is in need of a Legal Secretary. The Legal Secretary will handle all the front desk duties including answering phones, greeting the public, handling CJIS reporting, setting up and closing out files, etc.

PRIMARY DUTIES: Answering phones, providing clerical assistances to other offices personnel when requested, such as typing, filing, word processing, sending notifications, handling ingoing and outgoing mail, ordering supplies, keeping supply room stocked and in order.

MINIMUM QUALIFICATIONS: Requires high school diploma or GED. Prefer prior office/clerical and legal experience. Must have the ability to type 40 wpm; be experienced in use of personal computer, 10key by touch, knowledge of Word and/or Word Perfect, knowledge of office practices, including filing and proper telephone etiquette.

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

SALARY: \$14.38 p/h with benefits; work days & hours: Monday-Friday 8am-5pm

DEADLINE: Until sufficient applications have been submitted for consideration. Please apply in Human Resources Department at 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.

04/24/19

Job #624