



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**DISTRICT COURTS
CENTRAL COURT ADMINISTRATOR**

The District Court Offices are in need of a Central Court Administrator. The Central Court Administrator will be under the supervision of the District Court judges.

PRIMARY DUTIES: The Central Court Administrator assists the District Court Judges by performing administrative and clerical duties, as required, to support the activities of a major department within the County. The Central Court Administrator will also be responsible for creating original work such as letters, dockets, etc. Coordinates inter-office activities and deals with the public and media concerning departmental activities including acting for / representing the District Court Judges in certain legally allowable administrative and judicial activities.

SPECIAL KNOWLEDGE / SKILLS / ABILITIES: Must have the ability to analyze situations and make an independent choice in what course of action to take; ability to learn and effectuate policy; ability to deal effectively and congenially with the public, government officials and news media. Requires excellent knowledge of general office practice; general secretarial skills including typing at least 40 wpm, minimum dictation, bookkeeping and filing skills; legal knowledge and background; legal research skills for law relating to court administration.

MINIMUM QUALIFICATIONS: Must have a High School Diploma, or must have legal training beyond the high school level, and/or have at least 5 years of experience in a court administrative or Legal Secretary role. Must have a valid Texas driver's license with an insurable driving record.

SALARY: DOE (Depending on Experience); Work hours are 8:00 a.m. – 5:00 p.m.; Monday thru Friday, plus excellent benefits.

APPLICATION DEADLINE: **Until June 2, 2020. Please Note: This position may not be filled before September 30, 2020. No specific date has been assigned as to when this position may be 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.

05/27/20

Job# 578