

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 DC
DISTRICT CLERK'S OFFICE**

SUMMARY:

The position performs a variety of clerical, bookkeeping, and related duties in support of the daily operations of the District Clerk. Work is carried out in accordance with departmental procedures, state laws, and regulations. Frequent interaction is required with District and County Court Judge's, Court Coordinators, District Attorney's Office, Adult Probation, higher courts, law enforcement, various county departments, and the general public.

SALARY: \$16.00/hour

HOURS: M-F, 8:00 AM – 5:00 PM

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the public in person and by phone with filings and information
- Answer phones, direct calls, and take messages
- Receive payments, post payments, issue receipts
- Process and prepare legal and office documents
- Perform ministerial duties: signing documents, applying seals, file-stamping
- Maintain filing system, databases, inventory, and mail
- Arrive on time and work assigned schedule reliability

QUALIFICATIONS:

- High school graduate or equivalent
- Exceptional organization and multitasking abilities, with keen attention to detail and accuracy
- Strong written and verbal communication skills
- Proficiency in Microsoft Office (Word Excel, Outlook)
- Ability to maintain confidentiality and handle sensitive documents
- Professionalism when interacting with a wide variety of people
- Ability to work independently and as part of a team
- Flexibility and willingness to learn new procedures

KNOWLEDGE, SKILLS, AND ABILITIES:

- Establish and maintain effective working relationships with other county employees and officials and the general public
- Operate routine office equipment, such as computers, phone, copiers, scanners, and faxes

- Demonstrate proficiency in both oral and written communication
- Have and maintain the ability to use computer systems necessary to perform duties
- Must always possess a cooperative and positive attitude
- Must be flexible and willing to learn new practices and procedures as they arise
- Be extremely accurate with any work product

PHYSICAL DEMANDS:

- Must be able to sit for extended periods of time
- Must be able to bend, stoop and squat, and lift to 20lbs
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION DEADLINE: Until sufficient applications have been submitted for consideration

Please apply online at <https://www.co.ector.tx.us/page/ector.jobopenings> or in the 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 preemployment urinalysis drug screen is required.