



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**RECEPTIONIST  
ECTOR COUNTY AUDITOR'S OFFICE**

The Ector County Auditor's Office is seeking applicants for the position of Receptionist. The Receptionist will be under the direct supervision of the Ector County Auditor.

**PRIMARY DUTIES:** Work with the County Auditor in handling general administrative duties including, but not limited to:

- Answer and transfer incoming calls
- Opening and sorting incoming mail
- Sort incoming invoices and travel advances
- Managing supply inventory and ordering
- Filing, Copying, Scanning
- Update/maintain spreadsheets utilized in the Auditor's office
- All other related duties to assist the Auditor's office staff

**MINIMUM QUALIFICATIONS:** High school diploma or GED; must be able to type 40 wpm, ten key by touch, have data entry experience along with knowledge of Microsoft Office products and/or other spreadsheet and word processing programs; file alphabetically; have legible handwriting and be able to communicate effectively both verbally and in writing. Must be able to work well with others and sit for extended periods of time.

**SALARY:** \$15.00 p/h with excellent benefits; Full time work days & hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

**DEADLINE:** Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas 79761. 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 (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.