

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 DISTRICT ATTORNEY'S OFFICE  
(VICTIM ASSISTANCE)  
LEGAL SECRETARY**

The Ector County District Attorney's Office is in need of a legal secretary. The legal secretary will perform all secretarial duties and clerical duties for the Victim Assistance Department. Will be under the direct supervision of the Victim Assistance Coordinator the District Attorney.

**PRIMARY DUTIES:** Will provide clerical assistance to the Assistance Victim Coordinator and the District Attorney, including but not limited to answering phone, typing, filing, sending notification letters of court settings, dispositions and case status, word processing, figuring restitution, assistance in cases and send victims initial letter, Victim Impact Statements, and brochures notifying them of their rights and other services available to them. Collect money and write receipts for people paying court and attorney fees. Recorder office supplies and brochures. Assist Victim Assistance Coordinator in coordinating volunteer activities. Greet and assist walk-in victims and public. Assist Victim Assistance Coordinator in any other aspects of victim assistance, as necessary.

**MINIMUM QUALIFICATIONS:** Requires a High school diploma or GED. Prefer office/clerical experience; must have the ability to type 40 wpm; ability to use personal computer and ten key; knowledge of office practices including filing and telephone usage. Must have a valid Texas driver's license with an insurable driving record.

**SALARY:** DOE plus benefits; 40 hours per week; 8:00 a.m. - 5:00 p.m.; Monday thru Friday.

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

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, 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.