



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**RECEPTIONIST/LEGAL SECRETARY  
ECTOR COUNTY DISTRICT ATTORNEY'S OFFICE**

The Ector County District Attorney's Office is in need of a Receptionist/Legal Secretary. The Receptionist/Legal Secretary will handle all the front desk and secretarial duties and will be under the supervision of the District Attorney.

**PRIMARY DUTIES:** Receptionist/Legal Secretary will be responsible for the coverage of the front entrance of the Ector County District Attorney Office, receiving and screening calls and visitors and directs them to desired person; takes messages and handling ingoing and outgoing mail; performs routine clerical work; requires accuracy in typing and ability to deal with confidential information with proper care as required accurate filing abilities and ability to handle confidential records with proper care as directed, the Receptionist/Legal Secretary is requires pleasant personality, good phone skills and all other duties as assigned by the District Attorney.

**MINIMUM QUALIFICATIONS:** High school diploma or GED is required; ability to type 50wpm with minimal errors; be able to use a 10-key calculator by touch, must be able to communicate clearly, both orally and in writing; file alphabetically with minimal errors; have experience in data entry and knowledge of Word and/or Word Perfect, and have clerical experience of one (1) year or more in office procedure.

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

**SALARY:** \$16.45- \$17.12 p/h with benefits; Workdays: Monday-Friday; work hours: 8:00am–5:00pm

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

Please apply in Human Resources Department at Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas. Ector County does not discriminate based on 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 is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

07/24/18

Job #624