



ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT

WAREHOUSE/MAILROOM CLERK
ECTOR COUNTY PURCHASING DEPARTMENT

The Ector County Purchasing Department is seeking applicants for the position of Warehouse/Mailroom Clerk. The Warehouse/Mailroom Clerk will be under the direct supervision of the Ector County Purchasing Agent.

PRIMARY DUTIES: The Warehouse/Mailroom Clerk assists with the daily operations of the County warehouse and mailroom, including processing incoming and outgoing mail and coordinating interoffice deliveries. This position supports mailroom functions, mailing equipment, and supply inventory for office and jail operations. Responsibilities include receiving, storing, and distributing supplies; maintaining accurate inventory records; and generating required reports. The role also assists with surplus equipment auctions, recycling of County assets, and ensures proper upkeep of the assigned County vehicle and warehouse equipment. This position requires regular interaction with County staff and the public, as well as the ability to manage multiple tasks in a fast-paced environment.

MINIMUM QUALIFICATIONS: High school diploma or equivalent required. Knowledge of general office practices and procedures. Proficiency in computer hardware and software, with the ability to maintain accurate records. Experience operating office equipment such as computers, copiers, fax machines, and calculators; light mechanical aptitude preferred. Valid Texas driver's license with an insurable driving record required. Ability to read and understand postal regulations and County policies. Must be able to effectively balance responsibilities across mailroom, supply room, warehouse, and auction functions while supporting multiple departments. Strong communication skills required to interact with all levels regarding postal regulations, equipment operations, supply needs, and auction and recycling processes. Must be able to meet the physical demands of the position in a fast-paced environment.

SALARY: \$15.63 per hour with benefits; workdays & hours: Monday-Friday 8:00 am- 5:00 pm

DEADLINE: Open until sufficient applications have been received

Please apply at the Human Resources Department, Ector County Annex Building, 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age, or 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.