



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**SECRETARY  
ECTOR COUNTY HEALTH DEPARTMENT**

The Ector County Health Department is in need of a Secretary for the food services department. The Secretary will be under the direct supervision of the Chief Sanitarian and Director.

**PRIMARY DUTIES:** Routine clerical tasks: typing, filing, limited bookkeeping, data entry, record keeping for environmental/food accounts and inspection reports. Answering the telephone and assisting the public with questions, complaints or concerns. Insures procedures are in place and the necessary forms are accurately completed for accounts and establishments as required. Interpreting for Spanish speaking clients on the telephone and in person during office hours and other duties as assigned by the Director and Chief Sanitarian. **Regular attendance is required. Performs other duties as assigned.**

**MINIMUM QUALIFICATIONS:** High school diploma or GED, must have 6 months of full-time paid employment or its part-time equivalent performing clerical work and be proficient in computer operations. Must be able to type 40 wpm with minimum errors, file correctly in alphabetical order and have legible handwriting skills. Must have a valid Texas driver's license with an insurable driving record. Must be bilingual in the Spanish speaking language.

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

**SALARY:** \$16.38 to \$17.38 p/h or DOE with benefits, workdays & hours: Monday-Friday, 8:00am-5:00pm with occasional shift hours and weekends

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

Please apply in Human Resources Department at the Ector County Annex Building, 1010 E. Eighth 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.

09/30/2024

Job #603