



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**SECRETARY
ECTOR COUNTY SHERIFF'S OFFICE**

The Ector County Sheriff's Office is in need of a Secretary. The Secretary will be under the supervision of the Sergeant and the Sheriff.

PRIMARY DUTIES: The Secretary will be responsible for general data entry, answering the phones, filing and other general office duties; will assist with entering civil process, entering warrants, assisting with sheriff tax sale and working effectively with the public, as well as other employees and will perform all other duties as assigned by the Sheriff's Office.

MINIMUM QUALIFICATIONS: High school Diploma/GED is required, one (1) year minimum of secretarial, office or related experience and required computer knowledge skills; must have the ability to type 40 wpm with minimal errors; use of 10 key by touch; file alphabetically; communicate effectively with the public both orally and in writing; have good telephone etiquette and be people oriented. Must have a valid Texas driver's license with an insurable driving record

- **Clerical testing will be given at the time the application is submitted**

SALARY: \$16.38 p/h with excellent benefits; workdays; Monday-Friday; hours: Monday 8am-5pm

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at Ector County Annex Building 1010 E. 8th 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.