

NOTICE OF JOB OPENING
MILAM COUNTY HUMAN RESOURCES

Position:

Applications are being accepted for a full time Human Resources Coordinator.

Requirements:

Applicants will be responsible for handling a wide variety of duties. General office/computer skills including MS Office and able to process multiple human resources/employee related documents. Good communication skills with employees and the public. Requires knowledge necessary to understand basic operational, technical, and office process. Must have the ability to read and comprehend legal documents and correspondence. Minimum high school diploma or equivalent. Must pass drug test and background check.

Salary:

Salary will be based on qualifications and discussed upon interview.

Applications:

Applications are available for pick-up and return at the Milam County Auditor's Office, located at 806 N Crockett, Suite F, Cameron, Texas 76520; 254-697-7026. Applications can be emailed upon request.

Milam County is an Equal Opportunity Employer.

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