

NOTICE OF JOB OPENING

MILAM COUNTY HUMAN RESOURCES / AUDITOR'S OFFICE

Position:

Applications are being accepted for a full time Finance Clerk.
Position is for 30 hours per week.

Requirements:

Applicants will be responsible for handling a wide variety of duties.
General office/computer skills including MS Office and able to process multiple financial 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 Human Resources Office, located at 806 N Crockett, Suite E, Cameron, Texas 76520.

Milam County is an Equal Opportunity Employer.

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