

NOTICE OF JOB OPENING

Position:

Administrative Assistant

Position is Part-Time (28 hours per week)

Reports to: County Commissioner, Precinct 2

FLSA Status: Non-Exempt

Requirements:

Will be responsible for handling a wide variety of duties.

Computer skills are required, including MS Office, especially Word and Excel.

Position requires good organizational skills and good communication skills.

Requires knowledge necessary to understand basic operational, technical, and office processes.

Good customer service skills are required.

Minimum high school diploma or equivalent.

Must pass drug test and background check.

Pay:

Pay will be based on qualifications and experience.

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; 254-697-7029. Applications can be emailed if requested.

Milam County is an Equal Opportunity Employer.

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