

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Administrative Assistant

DEPT.: County Commissioners Office

OPEN: April 28, 2021

CLOSE: Until Filled

SALARY: \$40,000.00 + Benefits

Requirements and skills sought

- Must have knowledge of basic office and clerical functions
- Must be competent in Word and Excel
- Must be outgoing and able to perform various tasks when required
- Must be trustworthy – **CONFIDENTIALITY A MUST**
- Must have good organization skills
- Good written communication skills
- Competent in basic research of such things as federal, state, and local laws
- Basic knowledge of pertinent federal, state and local laws, codes and organizational policies pertaining to county government in Texas
- **Bilingual preferred**
- Should be flexible and willing to learn new skills

Responsibilities

Including but not limited to:

- Handle all incoming telephone calls and communications and screen visitors
- Maintain calendars of department activities, meetings and various events
- Assist in posting agendas and public notices
- Prepare Commissioner Court Agendas

To be considered, you must complete an employment application in full. Applications may be picked up at the Human Resources Department in the Hunt County Courthouse, Room 200 or fill in online at www.huntcounty.net. You will be called for an interview.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE

PLEASE DO NOT REMOVE