

JOB OPPORTUNITY ANNOUNCEMENT

DEPARTMENT: Open
OPEN: September 10th, 2021
POSITION: Clerical Floater
PAY SCALE: \$12.00 per hour

Requirements:

- ◆ Must pass drug screening
- ◆ High School diploma or G.E.D required.
- ◆ Must have knowledge of basic office and clerical functions
- ◆ **Computer skills, Windows & Excel.**
- ◆ **Customer service is a must.**
- ◆ **CONFIDENTIALITY A MUST.**
- ◆ **Must be outgoing and able to perform various tasks when required.**

Responsibilities:

- ◆ Employee will work on an as needed basis in various Hunt County offices.

THIS POSITION IS AN AS NEEDED POSITION

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, second floor Room 200 or filled 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