

NOW HIRING

DEPUTY COUNTY TREASURER

MUST APPLY BETWEEN JULY 20 - JULY 29

SALARY IS COMMENSURATE WITH EXPERIENCE ** HIGH SCHOOL DIPLOMA OR EQUIVALENT

REQUIREMENTS

- 2 YEARS ACCOUNTING/BOOKEEPING
- KNOWLEDGE OF STANDARD OFFICE PROCEDURES
- MUST BE SKILLED IN EXCEL/MICROSOFT WORD/SPREADSHEET
- ABLE TO USE 10 KEY, FAX, COPIERS, PRINTERS
- MUST WORK WELL AND EFFECTIVE WITH PUBLIC AND CO-WORKERS
- MUST BE ABLE TO LIFT MORE THAN 10 LBS.
- JOB REQUIRES FILING, RECEIPTING MONEY, HEAVY DATA ENTRY
- MUST REPORT TO COMMISSIONERS COURT TWICE MONTHLY
- MUST PASS A CRIMINAL BACKGROUND CHECK

REPORTS DIRECTLY TO COUNTY TREASURER, RHONDA S. KOKENA. SALARY RANGE \$31,00-\$32,520 PLUS BENEFITS.

THE COUNTY OF CALHOUN IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR HANDICAPPED STATUS IN EMPLOYMENT.

APPLICATIONS CAN BE OBTAINED AT www.calhouncotx.org
YOU MUST SUBMIT AN APPLICATION AND RESUME TO THE HUMAN RESOURCE DEPARTMENT OF
CALHOUN COUNTY, ATTENTION: MARY ORTA, HR DIRECTOR
211 S. ANN, PORT LAVACA, TEXAS 77979