

CURRENT JOB OPPORTUNITIES

****Submit all applications to HR Department, 211 S. Ann St., Suite 301, Port Lavaca, Tx. Attn: Mary Bonuz**

Deputy County Treasurer: High School diploma or equivalent required. 2 yrs experience in accounting/bookkeeping required. Computer literate – being skilled in Excel and Microsoft word. Responsible for administrative duties including bookkeeping, secretarial, working with public, receiving money, filing, data entry and heaving lifting from time to time. Reports directly to the County Treasurer, Rhonda Kokena. Salary range \$22500 - \$29443 + benefits, depending on experience. 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. [Click here for a job description.](#) Apply by September 12, 2011, 5PM to the Human Resource Office located at the County Courthouse, 211 S. Ann, Suite 301, Port Lavaca, Texas 77979. County employment application is required. For more information and employment application see county website <http://www.calhouncotx.org/hr.html>, Human Resource agency page. Phone number 553-4400.