

JOB ANNOUNCEMENT

The County of Medina is accepting applications for the following position:

JOB TITLE: Administrative Assistant/ Part Time – Precinct 3

REQUIREMENTS:

Leads and monitors progress of assigned projects. Maintains and reviews expenditures on assigned budgets.

Represents the County Commissioner and other County organizations.

Drafts correspondence, maintains effective filing system for official documents.

Purchase supplies and records and processes invoices and timesheets.

Conducts research and analysis for projects, requests bids on equipment and materials needed.

PREFERRED SKILLS:

Office/secretarial work experience which includes routine use of personal computer
Knowledge and skills of generally accepted office procedures and practices
Skill and ease in dealing effectively with a variety of individuals, both general public and fellow employees.

Closing date: Position Open Until filled

Applications may be picked up at the Medina County Human Resource office or may be downloaded from our website, www.medinatx.gov. Applications will be accepted 8-12 & 1-4 Monday through Thursday and Friday's 8-12 & 1-3:

Medina County Human Resources
1300 Avenue M, Room 130
Hondo, TX 78861
(830) 741-6111

Medina County is an Equal Opportunity Employer.