



## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Relief Clerk (substitute; as needed only)

**Department:** Commissioner Pct#1

**Wages:** \$13.26 per hour

**Application Period:** January 8, 2018 – until filled

### **Job Summary and Principal Duties:**

Provide clerical and administrative support services; including maintaining and filing accurate records, general bookkeeping, and composing and typing reports, letters, and other correspondence.

### **Qualifications:**

*Knowledge of:* standard office practices and procedures; and bookkeeping practice and procedures.

*Skill/Ability to:* effectively operate standard office equipment, including typewriter, adding machine, computer, copy and fax machines, and telephone; perform basic mathematical calculations; maintain complete, accurate records as required; demonstrate proficiency in oral and written communication; and establish and maintain effective working relationships with county employees and the general public.

High school graduation, or its equivalent;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Available on short notice

**Submit Applications to:  
Commissioner Pct#1  
211 Broadway  
Winnie, Texas 77665  
(409) 267-2644**

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