



EMPLOYMENT OPPORTUNITY

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

Department: Various Departments

Wages: \$13.26 per hour

Application Period: June 8, 2018 – June 22, 2018

Job Summary and Principal Duties:

Provide clerical and administrative support services to the assigned department, 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:
County Treasurer's Office
404 Washington Avenue
Anahuac, Texas 77514
(409) 267-2455**

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.