



POSITION AVAILABLE

Job Title: CLERK (Part Time)
Department: Tax Office
Job Location: Anahuac
Annual Salary: \$13.46 an hour
Application Period: September 14, 2022 – until filled

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.

Duties include, but are not limited to:

- Answer telephone, refer calls to appropriate personnel, take messages, and provides information;
- Types, prepares, and files correspondence, letters, purchase orders, requisitions and other records and reports as required;
- Performs general bookkeeping duties;
- Assists in data collection and information gathering as required;
- Maintains files and records;
- Copies and files department documents;
- Enters information into the computer;
- Performs all other duties as assigned.

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

- A High School Diploma/GED, or its equivalent
- A valid Driver License
- Any applicant conditionally selected for this position will be required to submit to a background, physical and drug testing, before commencing employment

Only applicants meeting the qualifications listed above need apply:

Human Resources Department
404 Washington Ave.
Anahuac, TX. 77514

(409) 267-2457 / HR@chamberstx.gov

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