



EMPLOYMENT OPPORTUNITY

Job Title: Relief Clerk (Roster)
Department: Various
Job Location: Anahuac/Winnie/Mont Belvieu
Annual Salary: \$14.99 per hour
Application Period: September 21, 2020 - until filled

Job Summary: 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:

- Answers telephone, refers calls to appropriate personnel, takes messages, and provides information;
- Types, prepares, and files correspondence, letters, purchase orders, requisitions, and other records and reports as required;
- Performs general bookkeeping duties, as required;
- Assists in data collection and information gathering as required;
- Enters information into the computer;
- Maintains files and records;
- Copies and files departmental documents; and
- Sorts and distributes departmental mail;
- All other duties as assigned.

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. A valid Driver's License;
2. High School Diploma or any equivalent combination of experience and training;
3. Any applicant conditionally selected for this position will be required to submit to a physical and drug testing before commencing employment.

Please apply at:

Human Resources Department
102 Airport Rd
Anahuac, TX. 77514
409.267.2487
Fax: 409.267.6685

Employment@chamberstx.gov

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