

HELP WANTED: In accordance with the employment policies of Austin County, notice is hereby given that Austin County is accepting applications for a Full-Time Administrative Secretary / Administrative Assistant Position. Applicants must have knowledge of Microsoft Word, Excel, Multi-line phone system, and General Accounting Office Procedures, possess and maintain a valid driver's license. In addition, applicant needs to have excellent customer service skills and the ability to multi-task. Applications are available at One East Main in Bellville, TX or online at www.austincounty.com

Applications and resumes will be accepted at the County Judge's Office until the position is filled.

Austin County is an Equal Opportunity Employer