

June 6, 2025

NOTICE: Refugio County Attorney's Office

Position: Grant Funded Summer Part Time Data Entry Clerk

Part Time: 29 hours/week

Description of Qualifications for Position:

Familiar with office procedures including data entry, filing, telephone etiquette, greet and assist customers with courtesy and professionalism, and working well with co-workers and other county employees. Must be detail oriented, a self-starter, have the ability to multi-task. CONFIDENTIALITY IS A MUST.

Term of Employment: This position is dependent on outside funding and not county funds.

**Applications may be obtained at the Refugio County Treasurer's Office,
808 Commerce, Room 208, Refugio County Courthouse, Refugio, Texas.**

Return Application to the Refugio County Treasurer's Office

POSITION SHALL REMAIN OPEN UNTIL FILLED

**Submitted by: Simon McCloud III
Refugio County Attorney
(361) 526-4123**

Refugio County is an Equal Opportunity Employer

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