



Employment Opportunity Notice

Caldwell County is currently accepting applications for the position of a **Part-time Office Clerk** in the Sanitation Department.

Duties of this position include filing, answering phones, data entry, and various office administrative duties.

The ideal candidate will:

- Be flexible
- Be proficient with data entry
- Possess excellent etiquette/customer service skills
- Be detail oriented
- Be a quick learner and have the ability to multi-task
- Bilingual is preferred

This position requires a high school diploma or equivalency. One year of previous office experience is preferred.

Part-time positions are not eligible for County benefits.

Applications are available on the 1st floor of the County Courthouse in Lockhart, inside the Human Resources Department, or via our website at www.co.caldwell.tx.us.

Applications will be accepted until February 28, 2019.

Caldwell County is an Equal Opportunity Employer