

## **GAINES COUNTY JOB POSTING**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: Gaines County Juvenile Probation and Gaines County Community  
Rehabilitation Center**

### **SUPERVISION:**

**Works under the supervision of Delia Grisham and Deborah Haiduk.**

### **MINIMUM QUALIFICATIONS:**

- **Applicant will be subject to a criminal background check**
- **Must be able to hold information in confidence**
- **Must possess computer and accuracy skills**
- **Must have a high school education**
- **Must be at least 18 years of age**
- **Bilingual required**

### **JOB DESCRIPTION AND RESPONSIBILITIES:**

- **Available in the Office of the County Treasurer**

**Posting Opens: March 6, 2024**

**Posting Closes: March 22, 2024**

**We reserve the right to extend the closing date as needed.**

**JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER'S OFFICE AT THE COURTHOUSE BETWEEN 8-5 (432)758-4009, 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360. GAINES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT FOR THE PROVISION OF SERVICES.**