**GAINES COUNTY**

**JOB POSTING**

**JOB TITLE: PART TIME ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: GAINES COUNTY SHERIFFS’ DEPARTMENT**

* **SUPERVISION:**

**Works under the supervision of Gaines County Sheriff Joe Vest**

* **MINIMUM QUALIFICATIONS:**
* Must be at least 18 years of age
* Must be bondable
* Must be able to hold information in confidence
* Must possess computer and accuracy skills
* Must have a high school diploma or equivalent
* Bilingual preferred but not required
* **JOB DESCRIPTION AND RESPONSIBILITIES:**
* Available in the Office of the County Treasurer’s Office and online.

**POSTING OPENS: October 14, 2025**

**POSTING CLOSES: Until Filled**

**JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER’S OFFICE AT THE COURTHOUSE BETWEEN 8am-5pm; 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360 (432)758-4009. 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.**