

FANNIN COUNTY EMPLOYMENT NOTICE

The Texas A&M AgriLife Extension Service in Fannin County will be accepting applications for the position of Secretary to Fannin County Extension Agents. Applicants should be proficient in all Microsoft Office programs; have the ability to learn and utilize additional online programs; have excellent communication, organizational, and record keeping skills; work well with people; and perform duties with minimal supervision. This position will provide administrative support for three agents and the ability to handle multiple tasks is essential.

Benefits include: vacation, sick leave, holidays, retirement, medical, dental and life insurance. Applications are available through Fannin County Extension Office 2505 North Center St. Bonham, Texas 75418, online at www.co.fannin.tx.us Employment Opportunities, or you may contact the Fannin County Extension Office at (903) 583-7453, or email: Bethany.Arie@ag.tamu.edu. Applications must be submitted with complete resume and cover letter. Applicants will be subject to an official background check.