



JOB LISTING

April 30, 2024

LEE COUNTY DPS OFFICE

POSITION - FULL TIME / ADMINISTRATIVE ASSISTANT

BENEFITS – Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance

ELIGIBILITY - High School diploma or equivalent

REQUIREMENTS – Two years computer experience (MS Word & Excel/will train on other software programs)
Criminal background check

DUTIES: Filing

Answering Phones

Typing/Data entry

Organize and maintain accurate records

Handle a multi-task environment

Effectively work closely with others

Respond to requests and inquiries from the general public

Work independently on assigned duties

Work will involve confidential information

Moderate lifting (10-50 pounds)

Carry out all other duties not listed herein that might be required by the DPS Sergeant for the proper operation of the department

Applications may be picked up at:

Lee County Treasurer's Office

Located at Lee County Courthouse

200 S Main, Room 102

Giddings, TX 78942

or

The Wilson Boyd Precinct 3 Building

Hwy 77 North

Lexington, TX

or Download from the Lee County, Texas website at **www.co.jee.tx.us** **Click on Employment Opportunities.**

Applications **MUST** be returned by mail or hand delivered to the DPS Office located at 170 East Industry, Giddings, TX 78942 or emailed to jeremy.weiser@dps.texas.gov

Deadline to submit application: May 7, 2024 @ 5 PM