



LEE COUNTY

JOB LISTING

OFFICE: COUNTY CLERK'S OFFICE

POSITION: FULL TIME / OFFICE ASSISTANT (CRIMINAL CLERK)

BENEFITS: Holidays, Vacation, Sick Leave, Retirement, Insurance

ELIGIBILITY: High School Diploma or equivalent

REQUIREMENTS: Criminal background check

DUTIES:

- Maintain Criminal Files/Assist in Court
- Knowledge of computers and modern office procedures
- Respond to requests and inquiries from the general public
- Filing
- Answering Phones
- Organize and maintain accurate records
- Handle a multi-task environment
- Effectively work closely with others
- Work independently on assigned duties
- Moderate lifting (10-20 pounds)

Applications may be picked up and returned to: Lee County Clerk's Office
843 East Industry
Giddings, Texas 78942

Or downloaded from the Lee County, Texas website at www.co.lee.tx.us. Click on "Jobs"

Applications MUST be returned by mail or hand delivered to the Lee County Clerk's Office.

Deadline to submit application: Open until position filled