



## **JOB LISTING**

November 18, 2022

### **LEE COUNTY SHERIFF'S OFFICE**

**POSITION** - FULL TIME / ADMINISTRATIVE ASSISTANT

**BENEFITS** – Holidays, Vacation, Sick Leave, Retirement, Insurance +

**ELIGIBILITY** - High School diploma or equivalent

**REQUIREMENTS** – Criminal background check will be done  
Secretarial training is desirable

**DUTIES:** 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 (10-30 pounds)

Applications may be picked up at:  
Lee County Law Enforcement Center  
2122 FM 448  
Giddings, TX 78942

or downloaded from the Lee County, Texas website at [www.co.lee.tx.us](http://www.co.lee.tx.us)

**Click on Employment Opportunities.**

Applications MUST be returned by mail or hand delivered to the Lee County Law Enforcement Center.

Deadline to submit application: Open Until Filled