



## **LEE COUNTY**

### **JOB LISTING**

**OFFICE:** COUNTY CLERK'S OFFICE

**POSITION:** FULL TIME / OFFICE ASSISTANT

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

**ELIGIBILITY:** High School Diploma or equivalent

**REQUIREMENTS:** Criminal background check

**DUTIES:**

- Maintain 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](http://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