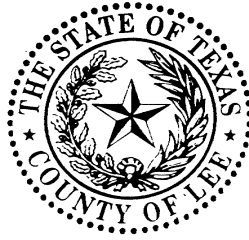


December 23, 2022



JOB LISTING

LEE COUNTY **INDIGENT HEALTH CARE**

POSITION - PART-TIME ADMINISTRATIVE ASSISTANT (up to 20 hours)

BENEFITS - Retirement

ELIGIBILITY - High School diploma or equivalent, Maintain a valid Texas Driver's License

REQUIREMENTS – Two years computer experience (MS Word & Excel/will train on other software programs)
Must possess excellent public relations, communication & telephone skills
Criminal background check may be administered

DUTIES: Filing/Answering Phones
Typing/Data entry
Exercise good judgment
Manage multiple projects
Be able to multitask in a stressful environment
Meet established deadlines
Organize and maintain accurate records
Effectively work closely with others
Respond to requests and inquiries from employees and the general public
Be able to work independently and self-motivated
Work will involve confidential information
Moderate lifting (up to 50 pounds)
Other duties as assigned

Applications may be picked up at:

Lee County Indigent Health Care Office
Located at Lee County Courthouse Annex, Bldg B
898 E. Richmond, Room 208
Giddings, TX 78942

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

Applications **MUST** be returned by mail or hand delivered to the Lee County Indigent Health Care Office.

Deadline to submit application: Open until position is filled

Word: job listing Indigent Health Care Part-Time Assistant Position