

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

DATE: February 8, 2019

DEADLINE: February 14, 2019

- POSITION:** **CLERK PART-TIME**
- JOB LOCATION:** Cameron County Justice of the Peace Pct. 1
(505 Hwy 100, Port Isabel, Texas)
- SALARY:** \$ 10.50 per hour
- QUALIFICATIONS:** High School graduate or its equivalent. At least one (1) year experience in the clerical field (preferably including legal or judicial secretarial experience) or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Ability to communicate effectively verbally and in writing in both English and Spanish. Must have a valid Texas Driver's License.
- DESCRIPTION OF DUTIES:** Under the direction of the Justice of the Peace, or as assigned, is responsible for receptionist, clerical and administrative support. Must be proficient in all tasks of the office, general knowledge of office procedures, answer telephone, and issue monthly computer reports; Responsible to assist in the day-to-day operation of the office; Performs related duties as required. This is not a Civil Service covered position.
- HOW TO APPLY:** Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520
- AA/EEO/MFD EMPLOYER**