

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

PLEASE POST CIVIL SERVICE

DATE: January 24, 2012

DEADLINE: February 6, 2012

POSITION: SECRETARY

JOB LOCATION: Cameron County Constable Precinct No. 5
(Harlingen, TX)

SALARY: \$ 17,704.00

QUALIFICATIONS: Graduation from High School or a General Education development (GED) certificate and/or supplemented by college course work or at least one year technical training in computer applications and office systems, or equivalent combination of experience and training. Knowledge of operating procedures and office administration; good knowledge and skills in applying rules of grammar, spelling and punctuation. Skill in operating computer and basic office equipment. Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy; ability to effectively respond to questions and complaints; ability to establish and maintain effective working relationships with County employees, elected officials, governmental representatives, precinct constituents, outside agencies and the general public. Maintain a current Texas Driver's License and an acceptable driving record.

DESCRIPTION OF DUTIES: Under the direction of the Constable or as assigned, is responsible for receptionist, clerical and administrative support of the Constables Office, responsible to assist in the day-to-day operation of the office; and performs related duties as required. This position is subject to a six months probation period prior to Civil Service eligibility. Must submit to a Civil Service clerical exam.

BENEFITS: Cameron County offers excellent fringe benefits, including: health and life insurance sick and annual leave retirement system and paid holidays.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 East Monroe Street Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER