

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request assistance.

	Date Posted: May 30, 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time Clerk
Department	District Attorney's Office
Job Number:	H8053001
Minimum Salary:	\$10.00
Duties	<p>The position is for a motivated tech-savvy individual who wants a lasting part-time position in a fast-paced environment. Work involves scanning paper and extensive use of standard computer programs, including Adobe Acrobat and various audio and video programs.</p> <p>Working Hours: Monday – Friday; Flexible not to exceed 29 hours per week.</p>
Qualifications:	High school diploma or GED. Must have general knowledge of office procedures and must be able to use a computer and scanner. Preference given to applicants with experience using Adobe Acrobat. Good interpersonal people skills.
Requirements:	Must pass background check and pre-employment drug screen.
Benefits:	County Retirement