

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 the assistance.

	Date Posted: October 17, 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-Time Women, Infants and Children (WIC) Clerk/Breastfeeding Peer Counselor
Job Number:	H8101701
Department	Health Department
Minimum Salary:	Dependent upon qualifications.
Duties: include, but are not limited to the following:	Eligibility documentation for WIC Program, clerical duties, client interaction and other duties as assigned.
Qualifications:	Must have excellent communication skills; be computer literate and familiar with office equipment. Possess excellent interpersonal skills.
Requirements:	Must have high school diploma or GED. Have a valid driver's license and automobile liability insurance coverage is required. Bilingual (Spanish/English) a plus. Must pass drug screen, driving and background checks. Preference will be given to former WIC breastfeeding participants. Must be a non-tobacco user. Non-smoking office.
Benefits:	Excellent retirement plan. County retirement participation with Texas County and District Retirement System.