

Job Opportunity

In accordance with the employment policies of Willacy County, Texas, Precinct 4 is now accepting applications for:

ROAD & BRIDGE - PRECINCT 4 Adminstrative Assistant

Qualifications:

- 1.) Manage daily office operations in an efficient and effective manner.
- 2.) Efficiency communication with email and telephone etiquette.
- 3.) Ability to plan and coordinate meetings and travel arrangements.
- 4.) Manage Precinct budget materials and supplies inventory.
- 5.) Proficient with Excel, Word, Power Point software.
- 6.) Knowledge in Purchasing Process.
- 7.) Ability to establish and maintain effective working relationships with internal and external customers.
- 8.) Proficiency in organization of filing system(s).

Minimum Requirements:

- High School Diploma
- Valid Texas Driver's License

Applications may be obtained from County Commissioner's Office, 576 West Main St., Room 145, Raymondville, Texas 78580.

Applications will be accepted until

**Monday
September 27, 2021
Before 5:00 p.m.**



PRECINCT 4

Full Time Position
