



<b>Job Title:</b>	Temporary Part-Time Assistant Secretary	<b>Immediate Supervisor:</b>	Lamar County Commissioner's Pct. 1-4
<b>Department/Group:</b>	Lamar County Commissioner's	<b>Position Type:</b>	Part-Time( less than 29 hours weekly)
<b>Salary Range:</b>	\$8.00 to \$13.00 depending on Exp.	<b>Date posted:</b>	September 17, 2019
<b>Payroll Contact:</b>	Jennifer Jackson	<b>Posting Expires:</b>	September 27, 2019 at 11 am

**Lamar County is an Equal Opportunity Employerw**  
**Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor's Office at 903-737-2486 to request assistance.**

**Applications can be picked up at the Auditor's Office or on the website <http://www.co.lamar.tx.us>**

**FAX OR E-MAIL:**

903-737-2451 or [auditor@co.lamar.tx.us](mailto:auditor@co.lamar.tx.us)

Subject Line:

**Attention:** Part-Time Assistant Secretary

**MAIL:**

Lamar County Auditor's Office

Attn: Jennifer

119 N Main Room B05

Paris, TX 75460

**Job Description**

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

Secretary needed to support the office with typing, documentation, handling mail, answering telephones & other secretarial duties as assigned.

**EDUCATION REQUIREMENTS**

1. Graduation from accredited high school, or G.E.D. equivalent.
2. Proficient in communication and comprehension skills with the ability to deal efficiently with the public
3. Ability to organize and produce large volumes of work in a timely manner
4. Must have general computer skills, word processing skills, type 30 wpm, and document imaging equipment.
5. Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft Internet Explorer preferred.

**WORKING CONDITIONS**

6. Office hours will be assigned.
7. Subject to heavy concentration of secretarial or work processing work for extended periods sufficient to cause fatigue
8. Heavy lifting of books, boxes, etc. weighing up to 50 pounds
9. Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 50lbs