

## Notice of Employment

The Bandera County Auditor's Office is accepting applications for a **Full-Time Auditor Clerk**.

Duties to include, but not limited to, performing a variety of financial and clerical work relating to the operation of the auditor's office. Examples include receiving, preparing, and paying invoices, organize files, provide budget data to county offices, prepare for annual outside audit, receptionist and secretarial duties, occasional data entry, tax paperwork and errands for office.

Applicants must be a team player and have computer and organizational skills, overall general office experience, ability to communicate both orally and written, and be able to work set hours. The position has a starting pay of \$16.59/hour and set policy on increases. Must be able to lift up to 50 lbs occasionally and have a valid driver's license and high school diploma or GED equivalent.

Application and job description may be obtained at the county auditor/human resources office located at 1207A Pecan St, Bandera, TX, Monday-Friday 8:30 AM-4:00 PM. They are also available on line on the human resources tab at [www.banderacounty.org](http://www.banderacounty.org) under the job openings tab. Applications will be accepted by Human Resources until 9:00 AM on December 27, 2023.

Bandera County is an Equal Opportunity Employer.

Posted 12-15-2023