

## Notice of Employment

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

Duties to include, but not limited to, performing a variety of clerical duties relating to the operation of the Auditor's office along with inventory management such as auditing current inventory and moving surplus property and organizing it for auction/disposal. Assist with computer data entry, maintaining files and records, and errands for office.

Applicants will benefit from strong computer and organizational skills, attention to detail, overall general office experience, and an ability to communicate both orally and written. Must be able to lift up to 50 lbs frequently, have a valid Texas Driver's License or acquire one within 60 days, and a 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 9:00AM-4:00PM. Also available on line on the Human Resources tab at [www.banderacounty.org](http://www.banderacounty.org). Applications will be accepted at the Human Resources Office until 4:00 PM on February 15, 2023. Bandera County is an Equal Opportunity Employer.