

## Notice of Employment

The Bandera County Auditor's Office is accepting applications for a **Part-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 reconcile/balance bank accounts and provide budget data to county offices. Assist with scanning, preparing for annual outside audit, receptionist and secretarial duties, maintaining files and records, occasional data entry and tax paperwork and errands for office.

Applicants must have computer and organizational skills, overall general office experience, ability to communicate both orally and written, and be able to work flexible hours. The position will be 24-29 hours weekly with a starting pay of \$15.08/hour. Must be able to lift up to 50 lbs occasionally, have a valid Texas Driver's License, 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 9:00 AM-3:30 PM. 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 March 11, 2022.

Bandera County is an Equal Opportunity Employer.