

Notice of Employment

The Bandera County EMS is accepting applications for **Part-Time Clerk**. Applicants must have strong computer and organizational skills, knowledge of the Health Insurance Portability and Affordability Act (HIPAA), records retention, communication skills both oral and written, be familiar with Medicare, Medicaid, and insurance terminology, overall general office and bookkeeping experience, ability to handle money, must be professional, be able to work well with the public and co-workers, and be able to work flexible hours. Work hours may include weekends.

Must be able to lift 50LBS, have a valid Texas Driver's License, and a High School Diploma or GED equivalent. Must be able to pass background check and Office of Inspector General exclusion listing.

Applications and complete job description may be obtained at the Auditor/ Human Resource Office located at 1207 Pecan St., Monday-Friday 8:30AM-3:30PM. Also available on line at www.banderacounty.org under the HR tab. Applications will be accepted until 3:30 p.m., on Nov. 22, 2022. Completed applications should be returned to Auditor/Human Resources Office at 1207 Pecan St., Bandera TX.

Bandera County is an Equal Opportunity Employer.

Posted 10-13-2022