

**JOB POSTING-Immediate Opening  
Part Time Court Clerk/Administrative Assistant  
Hourly Rate \$15.00**

**GENERAL INFORMATION:**

The Llano County Justice of The Peace, Precinct 2 office is seeking a part time employee. This position requires interaction with the public and county departments by phone and in person. Interested applicants must possess excellent customer service and interpersonal skills. Successful candidate will be able to handle a wide variety of situations with professionalism and discretion. Average hours per week will be 15 hours or as needed but not more than 29 hours per week.

**DUTIES:**

- General office responsibilities
- Performing clerical tasks for the department head
- Data entry, computer experience
- Answering phones
- Good communication skills and attention to detail

**REQUIREMENTS:**

- High School Diploma or GED
- Required to be bonded

Closing date, open until filled. Applications can be picked up from the Llano County Human Resource Office located at 1447 E. St. Hwy 71, Unit C, Llano, Texas or from the Justice of The Peace office located at 8521 FM 1431, Buchanan Dam, Texas or online at [www.co.llano.tx.us](http://www.co.llano.tx.us).

For any questions, please call the JP2 office @ 512-793-2332

**Llano County is an Equal Opportunity Employer.**