

EMPLOYMENT NOTICE

JOB TITLE: SUPPORT STAFF
DEPARTMENT: LLANO COUNTY ADULT PROBATION
LOCATION: LLANO COUNTY ANNEX
SALARY: TBD

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves independent judgment. Duties include performing clerical accounting work requiring application of various complex work methods and procedures, familiarity with various governmental regulations and with departmental functions, policies and practices. Prepare numerous State reports. Perform any combination of duties according to specific departmental guidelines. Enter data and retrieve information on the computer. Will also provide support to the other CSCD staff as directed, including traveling to satellite offices as directed. This is a 40 hour per week position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have ability to meet and serve the public in a friendly and efficient manner. Ability to communicate orally, in writing, and by telephone; excellent computer skills required in MS Office products; excellent office skills required for maintaining County and State records; and ability to establish and maintain effective working relationships with co-workers, employees and officials in other departments.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or its equivalent plus one year experience in clerical work and public relations.

CERTIFICATE AND LICENSE REQUIREMENTS:

Driver License and insurance is required to operate company vehicle.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained online at www.burnetcountytexas.org. Completed applications can be emailed to mjoy@burnetcountytexas.org