

Full Time Job Opening

Position:

Full time Administrative Assistant for Glasscock County Texas A&M AgriLife Extension, Family & Consumer Sciences, Agriculture & Natural Resources, Integrated Pest Management Extension Agent, and County Event Coordinator
Monday Through Friday 8:00am to 4:00pm

Salary: Dependent on Experience

Essential Duties and Responsibilities:

Provide administrative support including, but not limited to, correspondence, organizing and maintaining paper and electronic files, scheduling, preparing monthly, quarterly, and annual reports, preparing project notices, presentations and documents.

Working with adults, families, and children across a variety of 4-H projects including registering for contest, events, and camps. Assisting with the validation and entry of livestock projects into major shows. Serving an administrative assistant role in the Glasscock County Junior Livestock Show.

Minimum Requirements:

High School Diploma or equivalent and/or at least 2 years experience in a related field.

Microsoft Office software knowledge/experience required. Ability to work with and learn new technologies. Effective written communication skills and strong organizational skills required.

Must be able to take direction and work independently.

Applications are available at the County Judge's office and online at www.co.glasscock.tx.us

Applications will be received in the Judge's Office at 117 East Currie, in the courthouse, or by mail:

Glasscock County Judge
P.O. BOX 67
Garden City, Texas 79739

Applications and resumes will be taken until November 16, 2023 at 4:00pm.