

EMPLOYMENT NOTICE

JOB TITLE: PART TIME CLERK

OFFICE: ENVIRONMENTAL DEVELOPMENT

BENEFITS: RETIREMENT, VACATION, SICK LEAVE, HOLIDAY PAY

REQUIREMENTS: GENERAL OFFICE DUTIES – HEAVY DATA ENTRY, FILING, ANSWER PHONE, RUN REPORTS, ASSIST CLIENTS WITH PERMIT APPLICATIONS. KNOWLEDGE OF MICROSOFT OFFICE. MULTI-TASKER WITH GOOD PEOPLE SKILLS. HANDLE FEE PAYMENTS AND RECEIPTS. PASS A BACKGROUND CHECK. KNOWLEDGE OF THE OSSF INDUSTRY AND/OR THE SAFE SOFTWARE PROGRAM A PLUS.

HOURS: 29 HOURS PER WEEK

SALARY: \$12.00 per hour

CONTACT: ENVIRONMENTAL DEVELOPMENT OFFICE AT (903) 583-7495

PICK UP APPLICATION AT ENVIRONMENTAL DEVELOPMENT AT THE EAST ANNEX, 1203 E. SAM RAYBURN DR, BONHAM, OR DOWNLOAD FROM:

www.co.fannin.tx.us FANNIN COUNTY JOB OPENINGS