

Part time Position, 25 hours a week Development Services,

Job Title: Administrative assistant

Salary: \$15 hr.

Hours: Up to 25 hours a week

Benefits: Paid Vacation, PTO, Paid Holidays, Retirement

Job Requirements: Applicants must be computer proficient with experience in word and excel; be friendly and cooperative; and have the ability to multi-task.

Handle pressure and interruptions, possess a strong work ethic and be of good moral character; must have the ability to read and interpret Regulations and apply them fairly.

Duties to include but are not limited to:

Heavy Data Entry, processing permit, enforcement, making presentations in Commissioners Court and other committees when necessary, taking minutes, scan and archive records.

Performing any other clerical duties necessary for the efficient operation of the office.

Applications with resumes must be submitted to:

Development services

1203 E. Sam Rayburn Dr.

Bonham TX 75418