

Notice of Job Opening Milam County Clerk

Position

Election Clerk with Voter Registration Duties

Requirements

High School diploma or GED required

Valid Driver's License- this job requires travel

Must pass a background check

Be able to obtain and post a bond set by Commissioners Court

Must have reliable transportation with insurance

Excellent Organizational skills

Must be a qualified voter and may not be a candidate for a public office.

Ability to work under pressure and meet deadlines in stressful situations.

Requires ability to operate office machines such as telephones, computers, copiers and scanners

Must be able to exercise sound judgement and discretion in handling confidential records.

Must be able to establish and maintain effective working relationships with County

Employees, various political party chairs and general public.

One-two years of office experience- Microsoft Office to include Excel, Word, Publisher and Outlook.

Position involves prolonged sitting or standing for sustained periods, visual examination of documents.

Must be able to lift up to 50lbs

Must be able to work long hours.

Salary

Salary will be based on qualifications and discussed at time of interview.

Applications

Applications are available for pick-up and return at the Milam County Annex, located at 806 N. Crockett, Cameron, TX 76520

254-697-7000.

Milam County is an Equal Opportunity Employer

05/01/2024