

## Notice of Employment

The Bandera County Attorney's Office is accepting applications:

### **Full-Time Assistant Court Coordinator.**

Applicants must have strong computer and organizational skills, overall general office and accounting experience, general computer skills, and use of internet, ability to handle money, must be professional, and be able to work well with the public and co-workers. Must be able to lift up to 50LBS, have a valid Texas Driver's License, High School Diploma or GED equivalent, one year post high school education (preferred but not required). Please review job description for more detail.

Applications and a copy of the job description may be obtained at the County Attorney's office located at 502 11<sup>th</sup> Street, Monday-Friday, 8:00AM-5:00PM. Also available on line at [www.banderacounty.org](http://www.banderacounty.org) , HR tab. Applications will be accepted for fourteen days from date of posting, then until position is filled.

Bandera County is an Equal Opportunity Employer.

Posted 07-12-2024