

## Notice of Employment

The Bandera County Treasurer's Office is accepting applications for **Part-Time Clerk**.

Duties to include , but not limited to: Accounts Receivable-receives monies, write receipts, codes receipts, post receipts in register, prepares daily bank deposits, report preparation/maintenance-prepare, enter information and maintain various reports, records management-maintain all files/records according to retention schedule, and errands for office including making bank deposits, delivering paychecks and courier runs between courthouse and other offices.

Applicants must have strong computer and organizational skills, overall general office experience, ability to handle money, must be professional, be able to work well with the Public and co-workers, and be able to work flexible hours. Must be bondable.

Must be able to lift 10-50LBS frequently and 51-100LBS occasionally, have a valid Texas Driver's License, and a High School Diploma or GED equivalent, previous financial experience preferred but not required.

Application and job description may be obtained at the Treasurer's Office located at County Courthouse, 500 N. Main, Monday-Friday 9:00AM-3:30PM. Also available on line at [www.banderacounty.org](http://www.banderacounty.org) HR tab. Completed applications can be returned to the Treasurer's office or Human Resources. Applications will be accepted for 7 days then until position is filled.

Bandera County is an Equal Opportunity Employer.

Posted 10-04-24