

JOB ANNOUNCEMENT

Job Title: Administrative Assistant

Education Required: High School Diploma or GED

Requirements: Previous experience in an administrative or secretarial position, must be computer literate, general clerical knowledge, manage and maintain accurate files and records, effective verbal and written communication skills, be proficient in answering telephone, maintain effective working relationships, and pass a pre-employment drug screen. Must possess a valid Texas Driver's License.

Closing date: October 9, 2019

Submit Resume to: Chris J. Arevalo
Brooks County Juvenile Probation Department
P. O. Box 323
Falfurrias, Texas 78355