

Hockley County Public Assistance Office is hiring a Part-time Administrative Assistant. (Maximum 24 hours per week). Requirements: Must enjoy working with the public, be organized and detail oriented. Must have a working knowledge of MS Word, Excel and Access. Applications are available at: <http://www.co.hockley.tx.us> under Employment Opportunities. To apply, email application and a current resume to cphelan@hockleycounty.org or bring to: Hockley County Public Assistance Office in the basement of the Hockley County Library. No Phone calls. Hockley County is an EEO Employer. Applicant must pass a background check and drug test if hired. Application and Resumes will be accepted until 8/31/2021 or until position has been filled