

The Hockley County Auditor's Office is accepting resumes/applications for the position of Inventory Clerk/Administrative Assistant.

Applicants must be a high school graduate or its equivalent plus five years of experience or any equivalent combination of experience and training in inventory and administrative abilities.

Required Qualifications are as follows:

Must be computer literate and able to ten key by touch.

Inventory experience preferred but not required.

Detail oriented and able to multi task.

Must reside in Hockley County, Texas.

This is a full-time position with full benefits, including health insurance, retirement, vacation and sick time pay etc.

No phone calls please.

Job listing and application can be located online at
<http://www.co.hockley.tx.us/page/hockley.Jobs.Openings>

Resumes/Applications will be accepted in the Auditor's Office through December 20, 2021.

Hockley County is An Equal Opportunity Employer.