



CAMP COUNTY

Job Opportunity

Position: Executive Assistant to the County Judge
Department: Office of the County Judge
Starting Salary: Up to \$39,989 per year, plus benefits
Type: Regular, Full-Time

Open Until Filled

General Description:

Under the direction of the County Judge this position is responsible for performing a variety of clerical and customer assistance duties in support of the County Judge's Office and County Commissioners. Provide information-management support, represent the County Judge's office to attorneys, Camp County citizens and the general public, and serve as Indigent Health Coordinator.

Knowledge, Skills & Abilities:

Excellent verbal and written communication skills
Excellent customer service skills
Ability to multi-task in a professional office environment
Knowledge of general office and clerical support procedures
Knowledge of telephone procedures and etiquette
Ability to follow instructions and perform duties independently with speed and accuracy
Ability to establish and maintain professionalism with co-workers and the general public
Ability to maintain confidentiality
Skill in using computers and standard office equipment

Additional Information:

Work performed indoors with some outdoor exposure
Requires ability to sit and stand for extended periods of time
May be required to exert a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.
Requires ability to lift and carry up to 25 pounds

Qualifications:

Must possess a high school diploma or equivalent.
Must possess sound judgment and demonstrate professionalism in daily operations.

Instructions:

Submit a completed and signed [Camp County Employment Application](#) to the address or email below.
Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Office of the County Judge
126 Church Street, Room 303
Pittsburg, TX 75686

email: aj.mason@co.camp.tx.us