

# **JOB POSTING** **(Open until Filled)**

**Position Title:**  
Office Specialist

**Salary:**  
Minimum \$21,195. Commensurate with experience

**Deadline:**  
Until Filled

**Essential Job Functions:**

Answers telephone lines and provides information and assistance to public. Performs complex clerical tasks, receives, posts and issues receipts for fee payments and submits monies and pertinent information to appropriate personnel. Performs detail-oriented work, computer entries, and other clerical support tasks such as typing correspondence, reports, etc. using computer software. Performs general clerical tasks such as filing, copying, and faxing. Performs other job-related duties as assigned.

**Qualification Requirements:**

Education and/or experience equivalent to three (3) years of responsible office/clerical experience including the operation of modern office procedures, methods, and computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Minimum typing speed of 45 words per minute required.

**Work site:**

Juvenile Probation Department, Marble Falls Office 3 days per week and Llano Office 2 days per week

**Hours:**

Monday through Friday 8 a.m. to 5 p.m. (closed for lunch 12 p.m. to 1 p.m.).

**BACKGROUND CHECK REQUIRED**

**Applications:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained on our website, [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 a.m. and 5:00 p.m. from the Burnet County Courthouse, 220 S. Pierce Street, Burnet, TX. Completed applications will be accepted at the Human Resources office, 133 E Jackson, Burnet 78611 or emailed to [hrc@burnetcountytexas.org](mailto:hrc@burnetcountytexas.org) until position is filled.

RESUMES WILL ONLY BE ACCEPTED ALONG WITH A COMPLETED EMPLOYMENT APPLICATION