

Nacogdoches County

Part-time Assistant Auditor

This position includes assisting the audit service, handling office supplies maintenance, assisting with bidding process and supporting the department staff in coordinating assignments. This person needs to be proficient in the use of MS Word and Excel. High school graduated, three year's work experience preferable in the office administration and accounting.

Hourly rate: \$12.00 - \$12.86, 24 hours weekly.

Qualified applicants can apply in the Human Resources Office, 101 W Main St., Ste. 161, Nacogdoches, Texas 75961.

Nacogdoches County is an Equal Employment Employer.