

NOTICE FOR EMPLOYMENT
GENERAL ADMINISTRATIVE ASSISTANT
DICKENS COUNTY

The office of the Dickens County Judge is accepting applications and resumes to fill the position of General Administrative Assistant for Dickens County Courthouse until 5 P.M., Monday, June 3, 2024. Benefits include health insurance and retirement. Applicants must be highly organized, possess basic computer skills and familiarity with current software applications, be service minded, willing to take directions and accept supervision. In addition to working in all offices in the courthouse, a primary focus will be payroll responsibilities. Applications and information can be obtained from the Dickens County Judge's Office. Dickens County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, disability, religion, sex, age or national origin. Dickens County reserves the right to reject any and all applications and select the applicant that is most advantageous to the County. For more information contact County Judges Office at 806-623-5532.

Send applications to:
County Judge
P.O. Box 179
Dickens, Texas 79229