

JOB OPENING

THE NOLAN COUNTY DISTRICT ATTORNEY'S OFFICE HAS AN OPENING FOR AN OFFICE CLERK POSITION. APPLICATIONS WILL BE TAKEN FROM **NOVEMBER 9 THRU NOVEMBER 22, 2021**. **APPLICATIONS MAY BE PICKED UP FROM AND RETURNED TO THE COUNTY AUDITORS' OFFICE** LOCATED IN THE COURTHOUSE ON FIRST FLOOR, SUITE 102A

The 32nd District Attorney's Office for Nolan County, Texas is seeking applicants for the position of Office Clerk. The duties of this position will include, but are not limited to: answering and directing telephone calls, receiving and processing intake from law enforcement agencies, creating and maintaining office files, and generally assisting the Office Manager to meet and maintain organizational goals. The position is a full-time job and the hours are 8:30 a.m. to 5:00 p.m.

Organizational skills are a must as it's the primary responsibility of the position. Applicant should have good communication skills and work well in a team atmosphere. High school diploma or GED equivalent required.

An official application is required for all applicants. You may also in addition submit your resume and/or direct all inquiries to our office via email at Richard@32ndda-tx.us .