

**NOTICE OF JOB OPENING**

**PARTTIME ASSISTANT AUDITOR**

THE NOLAN COUNTY AUDITOR'S OFFICE HAS AN OPENING FOR A PARTTIME ASSISTANT AUDITOR POSITION. APPLICATIONS WILL BE TAKEN FROM NOVEMBER 1ST UNTIL THE POSITION HAS BEEN FILLED. APPLICATIONS MAY BE PICKED UP FROM AND RETURNED TO THE COUNTY AUDITORS' OFFICE LOCATED IN THE COURTHOUSE ON FIRST FLOOR, SUITE 102A.

**JOB REQUIREMENTS – DUTIES WILL VARY BUT MAY INCLUDE:**

1. A MINIMUM OF HIGH SCHOOL DIPLOMA OR EQUIVALENT;
2. ABILITY TO MAINTAIN CONFIDENTIALITY;
3. EXCELLENT FINANCIAL, DATA ENTRY & HANDWRITING SKILLS;
4. KNOWLEDGE IN WORKING WITH ACCOUNTS PAYABLE, PAYROLL, INVENTORY & MICROSOFT OFFICE;
5. ABILITY TO INTERACT WITH OTHERS WITH PROFESSIONALISM AND COURTESY;
6. GENERAL OFFICE DUTIES
7. HOURS VARY.
8. BACKGROUND CHECK & DRUG TEST WILL BE CONDUCTED