

HELP WANTED

San Saba Central Appraisal District is looking for a Part-time/Full-time Secretary.

QUALIFICATIONS: Two years' successful employment as a secretary; a working knowledge of basic office procedures and the operation of common office equipment and machines. Knowledge of Microsoft Office, 10-key calculator, copy machine and customer service.

PERFORMANCE RESPONSIBILITIES: Open and sort mail, type correspondence, file, assists in processing exemptions, answer telephone, collect money, make deposits, etc.

TERMS OF EMPLOYMENT: 12-month salary paid biweekly with a 90 day probation.

BENEFITS: Paid vacation and Holidays, health insurance, retirement investment opportunity for full-time employment.