



*BHRC Caldwell: 979-567-3200  
BHRC Somerville: 979-596-2315  
BHRC@burlesoncounty.org*

## **EMPLOYMENT OPPORTUNITY**

Burleson County is seeking to employ an **Administrative Assistant** for the Burleson Health Resource Center (BHRC) who will work 31 hours per week over four days in the Caldwell office.

The BHRC assists Burleson County residents in gaining access to a broad range of resources, services, and programs implemented by a regional network of partnering agencies and service providers, as well as by the BHRC. The Administrative Assistant will be responsible for provide administrative support for the Executive Director and for the BHRC staff based in the Caldwell office. Duties will include reception, secretarial and clerical duties, scheduling use of office space, among other duties. The Administrative Assistant will coordinate closely with the BHRC Somerville Office Manager to ensure that administrative needs of both offices are addressed in an efficient and constituent manner.

### **The individual selected for employment will demonstrate:**

- Strong organizational and time-management skills
- Excellent notetaking and writing skills and word processing – the ability to produce written material quickly and of high quality
- Ability to use desktop publishing application to produce quality promotional materials, brochures, directories, etc.
- Courteous professionalism in all interactions with clients, staff, partner agencies and stakeholders
- Respect for clients and the confidentiality of their information

### **Minimum requirements:**

- High School graduate
- Valid Driver License

### **Preferred Experience:**

- Bilingual in English and Spanish

**Salary range:** \$14.00 - \$16.00 commensurate with experience. This position does not offer benefits.

**How to apply:** A Burleson County application can be obtained at the Burleson County Treasurer's Office located on the 4<sup>th</sup> floor of the County Courthouse building at 100 Buck Street in Caldwell, or can be found on the Employment page listed under Treasurer at [www.co.burleson.tx.us](http://www.co.burleson.tx.us).

**MAIL OR SUBMIT THE COMPLETED ORIGINAL APPLICATION and cover letter and/or resumé to: Burleson County Treasurer, 100 W. Buck St., Suite 404, Caldwell, TX 77836.**