



*BHRC Caldwell: 979-567-3200*  
*1108 Woodson, Caldwell, TX 77836*  
*BHRC Somerville: 979-596-2315*  
*17202 St. Hwy 36 Ste. 110, Somerville, TX 77879*  
*Email: [BHRC@burlesoncounty.org](mailto:BHRC@burlesoncounty.org)*

## **EMPLOYMENT OPPORTUNITY**

Burleson County is seeking to employ a full-time Office Manager for the Burleson Health Resource Center (BHRC) Somerville 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 Office Manager will be responsible for managing all aspects of office utilization, including reception, secretarial and clerical duties, and scheduling use of office space. Additionally, the Office Manager will coordinate with Child Protective Services in administering the Burleson County Rainbow Room which offers material support to children in CPS care.

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

- Excellent organizational, multi-tasking, interpersonal and listening skills
- Working knowledge of computerized spreadsheets as well as proficiency in word processing.
- 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 (or GED)
- Valid Driver License

### **Preferred Experience:**

- Prior employment in a post that required interaction with the public
- Bilingual (English and Spanish)

**Salary range:** \$11.50 - \$13.50 commensurate with experience.

**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 by 5:00 PM April 12, 2022.**