

HELP WANTED: In accordance with the employment policies of Austin County, notice is hereby given that Texas A&M AgriLife Extension Service of Austin County is accepting applications for a Full-Time Administrative Secretary position (Office Manager - 40 hours). Applicants must have knowledge of Microsoft Word, Excel, and Publisher software. In addition, applicant needs to have excellent customer service skills and the ability to multi-task. Applications are available at 20 South Holland in Bellville, TX or online at www.austincounty.com. Applications can also be scanned and emailed to lm-allen@tamu.edu. Applications and resumes will be accepted until the position is filled.

EOE