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# COUNTY OF BOWIE

Bi-State Justice Center  
100 North State Line Avenue  
Texarkana, Texas 75501

Bowie County Courthouse  
Post Office Box 248  
New Boston, Texas 75570-0248



**Job Vacancy:** Part Time Administrative Assistant to County Judge

**Location:** Bowie County Courthouse 710 James Bowie Drive New Boston, Texas 75570

**Hours:** 1 p.m. to 5 p.m. Monday through Friday

**Salary:** Commensurate with experience

**Closing date:** Until filled

**Duties:**

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, faxes and forms
- Provide general support to visitors
- Handle multiple projects
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Other duties as assigned

**Qualifications:**

- Proven administrative or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 5 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

**How To Apply:** Contact the Bowie County Payroll Office at 903-628-6830 or email [paige.brock@txkusa.org](mailto:paige.brock@txkusa.org)