



Shackelford County will be taking applications for an Administrative Assistant position at the County Judge's Office until 4:00 pm on Friday, October 7, 2022. Application may be picked up in the County Judge's Office at the Courthouse or by email at jeannie.balliew@shackelfordcounty.org

Assistant to the County Judge, County Attorney, and AgriLife Extension Agent.

Perform general clerical duties including answering the telephone, filing, and typing.
Manage receipts and checking accounts.
Computer skills, ex. Word, Excel, Adobe, PDF attachments.
Willing to train on E-filing Motions, Pleadings, and Hearing Notices.
Entering evidence and police reports onto the computer for retrieval.
Maintain the confidentiality of the information contained in the documents prepared.

Benefits for this position include:

\$28,000.00/year starting salary.
37 ½ hour work week.
13 paid holidays each year.
Full Health and Dental Insurance at no cost to the employee, after 60 days.
\$25k Life Insurance for employee at no cost, after 60 days.
Supplemental insurance available.
Vacation – 2 weeks/year after one year of service. 3 weeks/year 10+ years of service.
Personal Time - 56 hour/year each year.
Retirement account matched at 250% at the time of retirement, when vested after 8 years.