

Washington County Extension Office

Administrative Secretary

Requirements include, but are not limited to:

- Ability to work with the public, customer service oriented
- Must have the ability to multi-task
- Strong verbal and written communication skills
- Computer Skills – Proficient with MS Office, WordPress, Adobe
- Willingness to work evenings/extended hours as needed

Education, Experience and Qualifications:

- High School Diploma, Associates or Bachelor's Degree Preferred
- Previous Administrative Secretary experience preferred

**APPLICATIONS ARE AVAILABLE AT
AND RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main, Suite 101 • Brenham, Texas

Email: hr@wacounty.com • www.co.washington.tx.us

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