

# Washington County

## Extension Office

### Administrative Assistants

**Two open positions: Administrative Assistant - 4-H and Administrative Assistant - Family and Community Health**

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
- Proficient with MS Office Suite, Adobe
- Willingness to work evenings/extended hours as needed

Education, Experience and Qualifications:

- High School Diploma – Required
- Associates Degree – Preferred
- Previous Administrative Assistant experience preferred

**APPLICATIONS ARE AVAILABLE AT AND  
RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

Email: [hr@wacounty.com](mailto:hr@wacounty.com)

[www.co.washington.tx.us](http://www.co.washington.tx.us)

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