



WE'RE HIRING

PART TIME PROBATE CLERK

Perform clerical tasks in the assigned area of the Probate Office Department, which involves answering questions, examining documents and issuing tags and licenses.

Qualifications include: High school diploma or GED equivalency. Knowledge of business English, spelling, math and office procedures helpful. Computer experience required. Experience in handling money. Ability to work in a fast paced environment dealing with the public.

\$13.26/HOUR
19 HOURS PER WEEK

For more details and to apply visit
www.houstoncountyal.gov/jobs