

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: August 17, 2017 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-Time WIC Clerk
Department	Health Department
Job Number:	H7081701
Minimum Salary:	Dependent upon qualifications.
Duties	Eligibility documentation for WIC Program, clerical duties, client interaction and other duties as assigned.
Qualifications:	Must have excellent communication skills; be computer literate and familiar with office equipment. Possess excellent interpersonal skills.
Requirements:	Must have high school diploma or GED. Have a valid driver's license. Bilingual (Spanish/English) preferred. Must pass drug screen, driving and background checks. Breastfeeding experience a plus. Work hours 11am-7pm.
Benefits:	Retirement plan