

**Administrative Assistant Sought
For
Live Oak County Appraisal District**

The Live Oak Co. Appraisal District is accepting applications for Administrative Assistant. Position provides clerical and administrative support to the Chief Appraiser and assists in different functions including collections. Must be computer literate and knowledgeable of Microsoft Word, Excel and have the ability to learn the district's collection software that facilitates the collection of ad valorem taxes in Live Oak County. Applicants must have proper telephone etiquette, the ability to serve the public pleasantly with a professional attitude, and to cross-train for other positions when necessary. Salary is commensurate with qualifications and budgetary constraints. The District is an equal opportunity Employer.

Application and job description may be picked up at 205 Bowie Street, George West, Texas.