**FLOYD COUNTY IS ACCEPTING APPLICATIONS FOR**

**THE POSITION OF: SECRETARY-TEXAS AGRILIFE OFFICE**

Applications and a copy of the job description can be picked up at the Floyd County Judge’s Office or the Floyd County Treasurer’s Office. Applicant must have a high school diploma or GED equivalent. Applicant must be able to qualify for (1) an Official Bond through the County Insurance carrier and (2) as a Notary Public. Applicants currently not employed by the County must be able to pass all preemployment requirements. Preferred qualifications include (1) a working knowledge of Microsoft Word, Excel, Power Point and Publisher and (2) a working knowledge of Quick Books.

Current employees interested in the position need to submit to the County Judge’s Office (1) a letter requesting to be considered for the position or (2) a resume.

**ALL APPLICATIONS, LETTERS OF REQUEST AND RESUMES** must be submitted to the Floyd County Judge’s Office **before 12:00 Noon on Friday, October 8, 2021.**

NO LATE APPLICATIONS, LETTERS OF REQUEST OR RESUMES WILL BE ACCEPTED.

This is a full-time position and includes County benefits.

Floyd County is an Equal Opportunity Employer