

Administrative Assistant

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist the Director and all visitors to the office. Must be comfortable with computers, phone, general office tasks, and excel at both verbal and written communication.

Requirements: High School Diploma, prior administrative experience, excellent computer skills, and attention to detail.

Submit resume to 31st District CSCD PO Box 508 Wheeler Tx 79096 or bring to 105 W. Texas St. Wheeler Tx 79096 by May 1st, 2025. May also email to angela.browning@co.wheeler.tx.us