

NOTICE OF JOB OPENING

Office: **Waller County Treasurer**
Position: Chief Deputy – Risk Management
Pay: \$18.00 - \$21.00 per hour
Available: June, 2025

JOB SUMMARY

This full-time position manages insurance risk management and serves as the Healthy County coordinator. Cross-training in AP and AR is required to assist and support other staff members under the direct supervision of the County Treasurer. Duties include but are not limited to maintaining files, creating and maintaining spreadsheets, reconciling reports, filing insurance claims, and producing emails and presentations to promote Healthy County. The position requires attention to detail, solid computer skills, five plus years of clerical or data entry, number sense, good communication skills and the ability to manage multiple projects working in a fast-paced office. Candidate must possess the ability to work independently as well as with co-workers as a team.

Applications are available on the Waller County website at www.co.waller.tx.us.

APPLICATIONS MAY BE DELIVERED BY MAIL, EMAIL, OR IN PERSON. NOT ALL APPLICANTS WILL BE INTERVIEWED.

Submit Application and Resume To:

Joan Sargent
425 FM 1488 #102
Hempstead, Texas 77445
j.sargent@wallercounty.us

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