

NOTICE OF JOB OPENING

OFFICE: County Judge

JOB TITLE: Insurance Coordinator

Base Salary \$1238.26-1609.73 (depending on experience & education)

JOB SUMMARY:

Primary liaison with all insurance companies (County provided and supplemental) and employees maintaining the Employee benefits as required. Excellent computer skills and ability to access multiple websites for data entry/input. Assist Treasurer Office and County Judges Office as priorities arise.

CLOSING DATE FOR APPLICATIONS: *October 21, 2022 @ 4:00 pm*

EDUCATION, EXPERIENCE AND TRAINING:

High school diploma or equivalent, 1-2 years related experience and /or training preferable

Extensive knowledge of computers, copy machines, general office machinery

Must be able to prioritize tasks and keep up with fast paced deadlines assisting the Treasurer and County Judges office

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form

Strong organizational skills and ability to work independently

Must possess proper phone etiquette, grammar and interpersonal skills

Must interact with public and all county offices in a friendly courteous manner

General knowledge of computer programs: Email, Microsoft Word, EXCEL, payroll programs

Must be willing to cross-train and be able to give team support and multi-task on a daily basis.

County application is available at the Treasurer's Office and on the Houston County, Texas website at www.co.houston.tx.us

Submit completed Application and Resume

By October 21, 2022 @ 4:00 pm to:

County Judges Office or
Janis Omelina, County Treasurers Office
Houston County Courthouse Annex
401 East Goliad Suite 201, Crockett, Texas 75835

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER