

Deaf Smith County Appraisal District

Is accepting applications for Bookkeeper/Clerk

Qualifications:

Experience in Accounting, Quick Books, Excel, & Word-helpful

Bilingual helpful

Good people skills

Must be trainable

Must be US Citizen

Benefits:

2 weeks paid vacation

12 day paid holidays per year

Retirement

Health Insurance

10 day sick pay

Salary: \$25,000-\$30,000 based on qualifications

Applications will be accepted 8:00-5:00 PM, Monday-Friday

**Applications may be picked up and returned to Deaf Smith County
Appraisal District, 140 E. 3rd St, Hereford, Texas 79045**

Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, computer equipment, types of software/hardware, and mechanical equipment. _____

Employment History (List present or most recent positions first)

Name of Employer		Address	
Phone	Type of Business	Department	Position
Duties			
Name and position of immediate supervisor			
Date Employed	Date ended	Starting salary	Final salary
Reason for leaving			

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(1) I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination. (2) I authorize any of the persons or organizations referenced in this application to give you all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

THIS APPLICATION MUST BE SIGNED

_____ (Signature – Applicant)

_____ (Date)