

Maverick County
Human Resources Department

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VACANCY ANNOUNCEMENT

DATE: August 19, 2019

POSITION: Assistant County Auditor

DUTIES: Auditor Assistant will be responsible for all aspects of purchasing activities. This includes review and inspection of purchase orders, bids, or proposal reviews that are submitted, reviews pricing to determine reasonableness.

JOB SETTING: Auditor's Office

EFFECTIVE YEAR: Fiscal Year 2019-2020

PREREQUISITES: Bachelor's Degree in Business or any related field; and/or
One or more years of experience in purchasing (preferred)

DEADLINE: Until Position Is Filled

INTERVIEW: To Be Announced

APPLY TO: Auditor's Office located at 370 N. Monroe St., Suite 1, (830) 773-3708