



PART TIME VETERANS ADMINISTRATIVE ASSISTANT

Responsibilities include:

- Answer and direct telephone calls, greet visitors, and respond to inquiries in a professional manner
- Schedule appointments, manage calendars, and coordinate meetings
- Maintain accurate electronic and physical filing systems
- Assist with planning, organizing and coordinating events
- Order, organize and maintain office supplies and inventory
- Handle sensitive and confidential information with professionalism and discretion
- Provide courteous and effective customer service to veterans and the public
- Perform other administrative duties as assigned

Qualifications:

- Strong written and verbal communication skills
- Proficiency with Microsoft 365 and/or Google workspace
- Excellent organizational, time management, and multitasking skills
- Professional discretion and strong customer -service skills
- Knowledge of Veteran Affairs benefits and services
- Bilingual proficiency in English and Spanish preferred
- Ability to maintain a drug-free workplace
- Veteran status preferred; veterans are strongly encouraged to apply

Applications may be obtained:

◦Uvalde County Website
www.uvaldecountry.gov

◦Uvalde County Treasurer's Office
Uvalde County Courthouse

Application Deadline: October 26, 2026

Mail or Hand Deliver Applications To:

Acting County Judge Office
Courthouse Square Box 3
Uvalde, Texas 78801

*Uvalde County is an
Equal Opportunity Employer*