

## **CITY OF JASPER/JEDCO**

### **Public Information/Administrative Assistant**

The City of Jasper has an opening for a Public Information/Administrative Assistant for JEDCO (Jasper Economic Development Corporation). The candidate will assist the Director in advertising and conducting effective public relations programs for the City Economic Development Corporation; responds to requests for information received from the public, corporate executives, elected officials, state agencies, and board members; maintains department files and records and performs clerical and administrative duties as necessary.

#### **Requirements:**

College degree preferred, high school diploma required  
Must have own vehicle and valid Texas Driver's license.

Salary Range: DOE

Posting Date: September 2, 2025  
Application Deadline: : Until Filled

**All applicants must complete a City of Jasper Employment Application**

**Applications:** City of Jasper – City Hall  
465 South Main Street  
Jasper, Texas 75951  
e-mail: [judy.wilson@jaspertx.org](mailto:judy.wilson@jaspertx.org)

The City of Jasper is an Equal Opportunity Employer M/F/V/D