



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Administrative Assistant

**Closing Date:** March 25, 2015

**Department:** Exposition & Civic Center

**Salary:** \$24,900 per year minimum

**Type:** Regular, Full-Time (work schedule may include M-F &/or weekends & holidays)

#### **General Description:**

Under the direction of the Exposition & Civic Center Manager this position is responsible for performing a variety of secretarial & administrative duties in support of the Center and providing excellent customer service to the public. Answers phones and takes detailed messages. Records revenue and documents expenditures. Maintains office and event files. Assists with the coordination of events and with venue setup and preparation. Responsible for maintaining Social Media outlets for Exposition & Civic Center including website and Facebook page. Performs additional duties as required.

#### **Knowledge, Skills & Abilities:**

- Ability to multi-task in a fast paced environment
- Knowledge of general office and administrative support procedures
- Excellent verbal and written communication skills
- Knowledge of telephone procedures and etiquette
- Skill in providing quality customer service in a courteous and professional manner
- Strong scheduling and organizational skills
- Knowledge of basic mathematics
- Knowledge of basic accounting principles & basic knowledge of QuickBooks
- Skill in using standard office equipment
- Skill in using MS Word, MS Excel and Adobe
- Skill in using computers and posting information to Internet website and Facebook page

#### **Additional Information:**

- Must be willing to work hours in addition to M-F 8-5 (including nights, weekends and holidays as needed)
- Occasional travel required
- Majority of work is performed in climate controlled environment with some outdoor exposure to extreme hot & cold temperatures
- Must occasionally work around large and small livestock animals
- Requires ability to stand and walk for extended periods of time
- Requires ability to lift up to 20 pounds

#### **Qualifications:**

- Graduation from High School or GED
- One year administrative support experience
- One year customer service experience

#### **Instructions:**

Complete a Nacogdoches County Employment Application available on this website and mail to the address below by 03/25/2015. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department  
Nacogdoches County  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961