



NACOGDOCHES COUNTY

Job Opportunity

Position: Administrative Assistant

Open Until Filled

Department: Environmental Services & Maintenance

Starting Salary Range: \$30,445 to \$33,149 per year depending on experience, plus benefits

Type: Regular, Full-Time

General Description:

The Administrative Assistant reports to the Director of Environmental Services & Maintenance and provides general clerical support for that department. This position acts as a point of contact for the public regarding On Site Sewage Facility (OSSF) permits and maintains related files. This position manages the work order system on requests for maintenance and custodial services and performs other clerical duties as needed.

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to multi-task in a professional office environment
- Knowledge of general office and clerical support procedures
- Knowledge of telephone procedures and etiquette
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to establish and maintain professionalism with co-workers and the general public
- Knowledge of and ability to use MS Office and Excel
- Keyboarding and data entry skills
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

Additional Information:

Work performed indoors with some outdoor exposure.

The following list is representative of the physical demands required to successfully perform the essential functions of this position:

- Requires ability to sit and stand for extended periods of time
- May be required to stoop, bend and reach
- Requires ability to lift and carry up to 25 pounds
- Requires ability to use computer for long periods
- Requires ability to speak and hear to utilize telephone

Qualifications:

- One year of general clerical or related experience
- Bookkeeping experience preferred
- Knowledge of OSSF requirements preferred

Instructions:

Submit a completed Nacogdoches County Employment Application to address below. 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