



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	ASSISTANT 1 - ENVIRONMENTAL DIVISION				
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$17.50/hr	Max. Pay Rate:	\$19.50/hr

Essential Functions:

Responsible for a wide variety of fast paced clerical work in support of the Environmental Division of the Road and Bridge Department; to include word processing and data entry support; and to provide information and assistance to the public regarding departmental policies and procedures specific to environmental matters.

1. Applicant must become familiar with On-Site Sewage Facility (OSSF) requirements and permitting procedure in order to provide detailed information to citizen inquiries in the absence of the Designated Representative.
2. Maintain septic system log and prepare related correspondence and permits.
3. Track and post maintenance reports on septic systems and file accordingly.
4. Tabulate and prepare septic system and miscellaneous deposits.
5. Assist with phone calls and "walk-ins" concerning OSSF by providing general information or by referring them to the appropriate person.
6. Prepare, type, proofread and process a variety of documents including general correspondence and required reports.
7. Performs related duties as required.

Position Specifications:

Requires the following:

1. Graduation from High School or General Education Development (GED) certificate.
2. Post High School education or training is preferred.
3. DR licensure is encouraged.
4. Skill in utilizing personal computers and modern office procedures, methods and computer hardware and software. Microsoft Office proficiency required.
5. Ability to establish and maintain effective working relationships and communication with co-workers, County employees, and other agencies and the general public.
6. Work well independently in the absence of direct supervision.
7. Must have a valid Texas driver's license.
8. Knowledge of accounting principle and procedures of fiscal record keeping.
9. English usage, spelling, grammar and punctuation. Ability to speak Spanish is a plus.
10. Knowledge of pertinent federal, state and local laws, regulations and codes.

Working Conditions: (Office setting)

- Sitting for extended periods of time.
- Walking, standing or stooping during assigned activities.
- Lifting and carrying light materials.
- Handling a variety of tasks simultaneously.
- Operating assigned equipment.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by County Treasurer Office. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

Applications are available at the Road and Bridge Department, 775 Business 290, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us.

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

NO PHONE CALLS – ALL APPLICANTS WILL NOT BE INTERVIEWED.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.