

WALLER COUNTY
Environmental Division

JOB ANNOUNCEMENT
Administration Assistant

Essential Functions: Responsible for a wide variety of fast paced clerical work in support of the Environmental Department; to include word processing and data entry support; and to provide information and assistance to the public regarding specifics to environmental matters.

Full time position with benefits.

1. Must become familiar with TCEQ OSSF regulations as adopted by Waller County, permitting procedures and understanding of Texas Health and Safety Codes.
2. Data Entry
3. Greet customers, answer phone calls
4. Prepare, type and process a variety of documents including general correspondence and required reports.
5. Performs related duties as required.
6. Handling a variety of tasks simultaneously, prioritize and be flexible.
7. Punctual.

Position Specifications:

1. Requires the following:
2. Computer skills: Outlook, Word, Excel and SAFE Software. Ability to learn
3. Ability to establish and maintain effective working relationships and communication with citizens, co-workers, other County employees and elected officials.
4. Works well independently.

Working Conditions: (Office Setting)

1. Walking, standing or stooping during assigned activities.
2. Lifting and carrying light materials.
3. Operating office 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.

Applications are available at the Environmental Department, 425 FM 1488, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us.

Please submit application to t.mewis@wallercounty.us

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

ALL APPLICANTS WILL NOT BE INTERVIEWED.