



WALLER COUNTY

Environmental Division

JOB ANNOUNCEMENT **Administration Assistant**

JOB SUMMARY

This position provides data entry, application processing and customer service for Environmental Department. Preferred skills include good communication, clerical work experience, punctuality, and proficient knowledge of Microsoft Office. The position requires attention to detail and the ability to multi-task while working in a fast-paced environment. Must be able to work independently and with co-workers.

Other duties include answering phone calls, scheduling inspection appointments, filing and assisting customers.

This is a full-time position, 40 hours per week.

Applications are available at the Environmental Department, 929 5th Street, Hempstead, Texas or on the Waller County website at www.co.waller.tx.us.

Please submit application/resume 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.

NOT ALL APPLICANTS WILL BE INTERVIEWED.