



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	ENGINEERING ASSISTANT				
FLSA Status:	NON-EXEMPT	Min. Pay Rate	\$17.00/ hr.	Max. Pay Rate:	\$17.00/ hr.

Essential Functions:

Responsible for a wide variety of clerical work in support of the Engineering 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.

1. Assist with phone calls and “walk-ins” by providing general information or by referring them to the appropriate person.
2. Handle interoffice errands.
3. Prepare, type, proofread and process a variety of documents including general correspondence and required reports.
4. Performs related duties as required.
5. Filing-all Engineering Department correspondence.

Position Specifications:

Requires the following:

1. Graduation from High School or General Education Development (GED) certificate.
2. Skill in utilizing personal computers and modern office procedures, methods and computer hardware and software. Microsoft Office proficiency required.
3. Ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.
4. Must have a valid Texas driver’s license.
5. Perform varied clerical work and prepare a variety of reports.
6. Work well independently in the absence of supervision.
7. English usage, spelling, grammar and punctuation.
8. Professional attitude and appearance.

Working Conditions: Working conditions are primarily inside; handling a variety of tasks simultaneously.

Individual Office/Department Conditions: 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.

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.