



# Waller County Fire Marshal's Office

## Employment Posting

**Job Title:** *Permit Coordinator/Executive Assistant to County Commissioner*

**Department:** Waller County Fire Marshal's Office / Office of the Commissioner Pct. 4

**Hours** M-F 8:00am – 4:30pm

Location: JP 4 Annex 32225 US Hwy 90 Business, Brookshire, TX 77423

Applications are available at the County Judge's Office located at 425 FM 1488, Hempstead, Texas, 77445 or on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us). All applications must be returned with a resume by one of the following methods:

1. In person at: 425 FM 1488, Suite 106, Hempstead, Texas 77445 (County Judge's Office) c/o County Fire Marshal
2. By email to [b.cantrell@wallercounty.us](mailto:b.cantrell@wallercounty.us) cc: [j.beckendorff@wallercounty.us](mailto:j.beckendorff@wallercounty.us)

### **MINIMUM REQUIREMENTS:**

- High School Diploma or Equivalent.
- Two (2) years of related work experience;
- Or equivalent training and/or education.
- Valid Driver's License.
- Bilingual in English & Spanish (preferred, but not a must)
- Able to lift up to thirty (30) pounds.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.);
- Skilled in communicating effectively, both orally and in writing;
- Strong organizational and multitasking skills;
- Personable, able to comfortably and pleasantly deal with a variety of people;
- Team player, work proactively with other employees and departments.

## **JOB SUMMARY**

- The position provides basic customer service tasks, coordination of fire code permits, scheduling and clerical duties. This is accomplished by answering and transferring calls, taking messages; receiving and organizing fire code permits; fire permit data entry, financial accounting for fire code permits, creating purchase orders and handling incoming and outgoing mail. This position will report to the County Fire Marshal and Pct 4 County Commissioner.

## **ESSENTIAL FUNCTIONS FIRE MARSHAL:**

1. Answering the phones, transferring calls, taking messages and redirecting information requests to the appropriate department.
2. Processing incoming and outgoing mail.
3. Coordinating fire code permits.
4. Fire Code permit data entry.
5. Creating purchase orders and ordering equipment.
6. Scheduling appointments.

## **ESSENTIAL FUNCTIONS COUNTY COMMISSIONER:**

1. Special projects as assigned by the County Commissioner.
2. Scheduling appointments
3. Reserve space for meetings/events.
4. Assist with Social Media

Position available to start January 15, 2025.

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**

