



Part-Time Administrative Assistant JOB DESCRIPTION

JOB TITLE: Part-Time Administrative Assistant

DEPARTMENT: Waller County Commissioner Precinct 3

PAY/ HRS: \$25/20hrs per week

JOB SUMMARY:

- Serve as support staff to the county commissioner.
- Assist in scheduling and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include, but are not limited to the following:

- Assist in the answering of phones and direct phone calls to the appropriate party.
- Assist in serving customers in the office.
- Assist in going to meetings in and outside the county
- Assist the county commissioner with special projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft Office Suite
- Ability to work independently

Resume and Cover Page are to be emailed to k.jones@wallercounty.us