



# WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	<b>RECEPTIONIST</b>				
FLSA Status:	<b>NON-EXEMPT</b>	Min. Pay Rate	<b>\$15.00 /hr</b>	Max. Pay Rate:	<b>\$ 17.00 /hr</b>

**Essential Functions:**

1. Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
2. Answering, screening and forwarding incoming phone calls.
3. Prepare, type, proofread and process a variety of documents including general correspondence and required reports.
4. Prepare Road and Bridge Departments' Agenda items for Commissioners' Court, including preparing or assisting with the preparation of request letters and utility permits for the Commissioners Court.
5. Order front office supplies and keep inventory of stock.
6. Ensure reception area and conference room are clean and presentable, with all necessary stationery and material (e.g. pens, forms, brochures).
7. Provide basic and accurate information in-person and via phone/email.
8. Receive, sort and distribute daily mail/deliveries.
9. Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

**Position Specifications:**

Requires the following:

1. Work experience as a Receptionist, Front Office Representative or similar role.
2. Proficiency in Microsoft Office Suite, and in particular Excel & Word.
3. Hands-on experience with office equipment (e.g. fax machines, printers)
4. Professional attitude and appearance.
5. Solid written and verbal communication skills.
6. Ability to be resourceful and proactive when issues arise.
7. Excellent organizational skills.
8. Multitasking and time –management skills, with the ability to prioritize tasks
9. Customer service attitude.
10. English usage, spelling, grammar and punctuation.
11. Graduation from High School or General Education Development (GED) certificate.
12. Skill in utilizing personal computers and modern office procedures, methods and computer hardware and software.
13. Ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.
14. Must have a valid Texas driver's license.
15. May be required to work more 40 hours during the work week.
16. All other duties, as required.

**Working Conditions:**

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

Applications are available at the Road and Bridge Department, 775 Business 290 East, Hempstead, Texas or on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us). Applications are to be submitted to the Road and Bridge Department or emailed to [a.bridgewater@wallercounty.us](mailto:a.bridgewater@wallercounty.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.*