



# WALLER COUNTY

## Environmental Division

JOB ANNOUNCEMENT  
Administration Assistant  
Available after January 1, 2023

**Essential Functions: Responsible for a wide variety of fast paced clerical work in support of the Environmental Department; to include word processing and data entry support; and to provide information and assistance to the public regarding departmental policies and procedures specific to environmental matters.**

1. Must become familiar with TCEQ OSSF regulations as adopted by Waller County, permitting procedures and understanding of Texas Health and Safety codes.
2. Advises the public on matters concerning requirements for sewage facilities and rules/regulations within the State and County.
3. Greet customers, answer phone calls
4. Prepare, type and process a variety of documents including general correspondence and required reports.
5. Performs related duties as required.
6. Handling a variety of tasks simultaneously.
7. Punctual.

### **Position Specifications:**

Requires the following:

1. Graduation from High School.
2. Computer skills: Outlook, Word, Excel and SAFE Software. Ability to learn
3. Ability to establish and maintain effective working relationships and communication with citizens, co-workers, other County employees and elected officials.
4. Works well independently in the absence of supervision.
5. Able to multi-task, prioritize, and be flexible.

### **Working Conditions: (Office Setting)**

1. Walking, standing or stooping during assigned activities.
2. Lifting and carrying light materials.
3. Operating office equipment.

**Individual Office/Department Conditions:** Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department.

Applications are available at the Environmental Department, 929 5<sup>th</sup> Street, Hempstead, Texas or on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us).

Please submit application to [t.mewis@wallercounty.us](mailto:t.mewis@wallercounty.us)

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

NO PHONE CALLS – ALL APPLICANTS WILL NOT BE INTERVIEWED.