

February 5, 2019

NOTICE OF JOB OPENING

OFFICE: County Extension Office

JOB TITLE: Office Manager

CLOSING DATE: Until Filled

JOB SUMMARY:

To serve as Administrative Assistant to the Houston County Extension Office, completing assigned tasks for (2) Texas A&M AgriLife Extension Agents and (1) Prairie View Cooperative Extension Program Agent. Independently performs all duties up to and including receptionist, clerical, multiple project/task manager, department procurement, and accounting/budgetary management. In the absence of Extension Agents, is responsible for assisting clientele with information requests, researching publications and distributing materials. Also, provides receptionist duties for Senior Center and maintains master rental schedule of building.

MINIMUM EDUCATION, EXPERIENCE AND SKILLS:

High School Diploma or GED

Business/technical course or experience

3 years clerical/secretarial experience

Strong computer skills including e-mail, Word, Excel, Publisher, and Adobe PDF and internet search engines

Experience with all types of office machines: calculator, copier, printer, postage meter, scanner, fax machine

County Job Application is available in the County Treasurer's Office

Submit completed application and current resume to:

Houston County Extension Office
716 Wells Street
Crockett, TX 75835

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Houston County Extension Office
Texas A&M AgriLife Extension Service
716 Wells Street | Crockett, TX 75835

Tel. 936-544-7502 | Fax. 936-544-5321 | houston.agrilife.org