



HOUSTON COUNTY

Job Opportunity

Position: Administrative Assistant
Department: DPS Office
Type: Regular, Full-Time, Class 14

Application Deadline:
12/18/2019

General Description:

The Administrative Assistant is a Houston County employee who works in support of the Crockett office of the Texas Department of Public Safety. This position performs general clerical duties including, but not limited to: answering telephones, taking and routing messages, filing, maintaining computer files, accepting and documenting payments from the public for crash reports, responding to open records requests and greeting and assisting visitors to the DPS office.

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to multi-task in a professional office environment
- Knowledge of general office and clerical support procedures
- Knowledge of telephone procedures and etiquette
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to establish and maintain professionalism with co-workers and the general public
- Knowledge of and ability to use MS Office software
- Ability to learn and use computer programs
- Keyboarding and data entry skills
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

Additional Information:

Work performed indoors with limited outdoor exposure.

The following list is representative of the physical demands required to successfully perform the essential functions of this position:

- Requires ability to sit and stand for extended periods of time
- May be required to stoop, bend, reach, stretch and twist
- Requires ability to lift and carry up to 10 pounds
- Requires ability to use computer for long periods
- Requires ability to see, speak and hear to interact with co-workers and the general public
- Requires sufficient manual dexterity to operate computers and office equipment

Qualifications:

- Three years of general clerical, secretarial or related experience required
- Three years of customer service experience required

Instructions:

Submit a completed Houston County Employment Application to address below by **October 21, 2019**. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Houston County Annex
401 E Goliad Suite #104
Crockett, TX 75835