

May 17, 2022

NOTICE OF JOB OPENING

OFFICE: County Extension Office
JOB TITLE: Office Manager
CLOSING DATE: June 3, 2022 or Until Filled

JOB SUMMARY:

To serve as Office Manager/Administrative Assistant (OM/AA) 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. The OM/AA will represent the Texas A&M University System, Texas A&M AgriLife Extension Service and Houston County and will act as a liaison with all county, state, federal offices, and other County Extension Offices as well as with any other organizations that may be associated with the Extension Office. Must be able to independently perform 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, clerical, accounting duties for Houston County Senior Citizen Center and maintain primary rental schedule of building.

MINIMUM EDUCATION, EXPERIENCE AND SKILLS:

- Applicant must have a high school diploma or its equivalent; one to two years related experience and/or training preferable; or equivalent combination of education and 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, etc.
- Strong organizational skills and ability to work independently
- Basic accounting skills
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving concrete variables in standardized situation

See Job Description for more detailed information

Submit completed application and current resume to:
Houston County Extension Office
716 Wells Street
Crockett, TX 75835

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

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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

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