

Full Time Administrative Assistant for County Engineer:

In accordance with the employment policies of Austin County, notice is hereby given that the Austin County accepting applications and resumes for:

JOB TITLE: Administrative Assistant for County Engineer

CLOSING DATE: Upon Filling Position

SUMMARY OF DUTIES:

This position is primarily responsible for answering phone calls, taking messages, writing letters, working with spreadsheets, proofing documents, keeping track of files, tracking duty assignments and other duties as required.

The position will also require assisting the Public with permitting, septic, floodplain, development and subdivision regulations.

The successful applicant will coordinate various interactions between the County Judge, Commissioners, County Engineer and the Permit department.

Training will be provided.

REQUIREMENTS:

Applicants must be detailed oriented, have computer skills, (excel, word perfect, and power point) bookkeeping and customer service skills.

WORK DAY: Monday – Friday 8 am – 5PM (lunch 12:00-1:00)

Applications may be downloaded at www.austincounty.com

Applications and resumes will be accepted at Austin County HR Department at 1 E Main St Bellville TX 77418.

Austin County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin.