



NACOGDOCHES COUNTY

Job Opportunity

Position: Assistant Auditor - Administrative Assistant

Application Deadline: October 31, 2018

Department: Auditor's Office

Salary Range: \$12.11 to \$13.66 per hour, depending on experience

Type: Part Time, 24 hours per week

General Description:

Under the direction of the County Auditor this position is responsible for performing a variety of clerical and accounting duties in support of the Auditor's Office. Answers phones and records messages, processes mail, maintains files and scans documents into computer system. Assists with internal review processes, preparation of financial reports, GL account analysis and posting of journal entries. Issues purchase orders and assists with the procurement and bidding process. Performs additional duties as required.

Knowledge, Skills & Abilities:

- Ability to multi-task in a professional office environment
- Knowledge of general office and administrative support procedures
- Excellent verbal and written communication skills
- Knowledge of telephone procedures and etiquette
- Strong problem solving and organizational skills
- Ability to follow instructions and perform duties independently
- Ability to maintain strict confidentiality
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment
- Strong skill in using MS Word, MS Excel and Adobe Acrobat

Additional Information:

- Worked performed indoors with some outdoor exposure
- Requires ability to sit for extended periods of time
- Requires ability to lift and carry up to 25 pounds
- 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
- May be required to stoop, bend, reach, stretch and twist

Qualifications:

- Graduation from High School or GED
- Three years administrative support experience or accounting experience

Instructions:

Submit a completed and signed Nacogdoches County Employment Application to the address below by 10/31/2018. 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
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961