



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Administrative Assistant

**Open Until Filled**

**Department:** Exposition & Civic Center

**Starting Salary Range:** \$29,795 to \$31,244 per year depending on experience, plus benefits

**Type:** Regular, Full-Time (work schedule will vary and will include evenings, weekends & holidays)

#### **General Description:**

Under the direction of the Exposition & Civic Center Manager this position is responsible for performing a variety of secretarial & administrative duties in support of the Center and providing excellent customer service to the public. Answers phones and takes detailed messages. Records revenue and documents expenditures. Maintains office and event files. Assists with the coordination of events and with venue setup and preparation. Performs additional duties as required or assigned.

#### **Knowledge, Skills & Abilities:**

- Ability to multi-task in a fast paced environment
- Knowledge of general office and administrative support procedures
- Excellent hospitality and guest relations skills
- Excellent verbal and written communication skills
- Knowledge of telephone procedures and etiquette
- Skill in providing quality customer service in a courteous and professional manner
- Strong scheduling and organizational skills
- Knowledge of basic mathematics
- Knowledge of basic accounting principles & basic knowledge of QuickBooks
- Skill in using standard office equipment
- Skill in using MS Word, MS Excel, Adobe PhotoShop and Adobe Acrobat
- Skill in using computers and posting information to websites and Facebook page

#### **Additional Information:**

- Requires work hours other than M-F 8-5 (including nights, weekends and holidays as needed)
- Occasional travel required
- Majority of work is performed in climate controlled environment with some outdoor exposure to extreme hot & cold temperatures
- Must occasionally work around large and small livestock animals
- Requires ability to stand and walk for extended periods of time
- Requires ability to lift up to 20 pounds

#### **Qualifications:**

- Graduation from High School or GED
- One year administrative support experience
- One year customer service experience

#### **Instructions:**

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Nacogdoches County  
Human Resources Department  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961