



NACOGDOCHES COUNTY

Job Opportunity

Position: Administrative Assistant

Open Until Filled

Department: AgriLife Extension Office

Type: Regular, Full-Time

Starting Salary Range: \$29,158 – \$31,862 per year, depending on experience

plus benefits: health insurance, paid leave, paid holidays, retirement plan

General Description:

The Administrative Assistant works in support of the AgriLife Extension Office of Nacogdoches County. This position acts as the receptionist for the office and performs a variety of clerical duties involving multiple projects. Assists with procurement, budgetary controls and basic bookkeeping for the office. In the absence of Extension Agents, the Administrative Assistant is responsible for assisting the public with requests for information.

Required Knowledge, Skills & Abilities:

- Knowledge of modern office methods and office administrative systems
- Knowledge of and ability to use proper telephone etiquette
- Knowledge of basic math, basic bookkeeping and record keeping
- Strong organizational skills and attention to detail
- Ability to follow instructions, complete assignments and to perform clerical duties with accuracy
- Ability to work independently while using good judgment and recognizing the scope of authority
- Ability to establish and maintain professional relationships and to interact positively with others
- Ability to take accurate and detailed messages
- Excellent written and verbal communication skills
- Excellent customer service skills
- Skill in composing correspondence and promotional materials
- Skill in using computers, printers, scanners and MS Word, MS Excel, and Adobe software
- Skill in using standard office equipment including telephone, copier and fax

Additional Information:

- Work will primarily be performed indoors with exposure to low level office noise
- Requires infrequent travel to events both inside and outside of the County
- Requires ability to sit, stand, stoop, bend and reach
- Requires ability to speak on the telephone and interact in person with the general public

Qualifications:

- High School Diploma or GED required
- Minimum of one year of clerical or general office experience required
- Three years of experience as an Administrative Assistant preferred

Instructions:

Submit a completed & signed Nacogdoches County Employment Application to the address below. Resume should be attached to the completed application but is not accepted in lieu of the application.

Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Fax: 936-560-7810
email: personnel@co.nacogdoches.tx.us