

Atascosa County Fire Marshal's Office

711 Broadway

Jourdanton, Texas 78026

Office: (830) 769-2029 Fax: (830) 767-2600

firemarshal@atascosacounty.texas.gov

Fire Marshal

Roger P. Garcia

Accepting Applications

Administrative Assistant

Salary

\$15.86 – \$17.78 Hourly

Location

711 Broadway, Jourdanton, TX 78026

Job Type

Full-Time

Closing

1/17/2022 5:00 p.m.

Job Summary

Under immediate supervision, is responsible for performing a variety of secretarial and clerical duties. Working conditions are primarily inside an office environment.

Essential Job Functions

- Performs a variety of clerical duties in assigned department including: data entry, filing, distributing mail, answering telephones and taking messages.
- Types and proofreads reports, letters, memos, flyers and statistical charts.
- Responds to inquiries about department services and activities; assists visitors as necessary.
- Orders and maintains inventory of office supplies.
- Coordinates, organizes and maintains general office records.
- Prepares routine reports and correspondence.
- May research and compile data for special projects and reports.
- Issues permits and collects associated fees.

- Performs related duties and fulfills responsibilities as required.

Job Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency).
- One (1) year experience in general clerical work.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office.

APPLICANT INFORMATION:

- Applicants selected for employment with the Atascosa County Fire Marshal's Office in this position must receive satisfactory results from pre-employment drug testing and physical. If required for the position, a physical, motor vehicle record evaluation and background check may be conducted.
- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.

Knowledge, Skills and Abilities

- Knowledge of modern office procedures, business letter writing, report preparation and proper telephone etiquette.
- Knowledge of basic mathematical principles and methods.
- Knowledge of principles and procedures of record keeping and filing.
- Skill in utilizing a personal computer and associated software programs.
- Ability to communicate clearly and effectively.
- Ability to perform routine clerical work.
- Ability to establish and maintain effective working relationships with the general public and county staff.
- Ability to interpret and apply County and assigned department policies, procedures and guidelines.
- Ability to compile, organize, maintain accurate and complete records and files.
- Ability to operate a computer keyboard and other basic office equipment.
- Ability to learn data retrieval and input methods.
- Ability to perform all the physical requirements of the position.

Benefits

As a County employee you will accrue sick leave, vacation, personal leave, be given holidays off, offered medical, dental and optical insurance programs and a retirement plan through TCDRS.

Please submit all applications to the Fire Marshal's Office at 711 Broadway, Jourdanton, Texas 78026 no later than 1/17/2022 by closing of business the day. We will contact applicants for interviews after all applications are received and closing date has passed.