

# Rural Development Administrative Assistant

**\*Starting January 1, 2025\***

**Job Description:** To provide support to the Rural Development Director by assisting with answering phones and being present in the office for residents with questions.

## **Duties:**

- Answer Rural Development phone calls.
- Assist residents with basic addressing questions and confirmations.
- Be present to greet residents and developers as they enter the office.
- Additional support with resident emails.
- Learn and be knowledgeable in the ArcMap program in order to assist with addressing as needed.
- Offer support to the Environmental Health Administrator/Sanitarian as requested by the Rural Development Director.
- Support the Rural Development Director when establishing new private roads.
- Assist the Rural Development Director with various miscellaneous tasks as requested.

## **Minimum Requirements:**

- Proficient in Microsoft Word, Excel, and Outlook
- Interpersonal skills
- Willingness to learn new computer programs and skills
- Bilingual preferred

## **Salary & Benefits:**

- Pay will be between \$3,200 and \$3,500 per month based on experience
- Paid vacation and sick leave
- Medical insurance provided
- Retirement plan with TCDRS
- Major holidays off
- Monday through Friday, 8am-5pm with an hour lunch every day

**For questions or application submissions, please contact:**

**Britni Van Curan, Director of Rural Development**

**830-769-2748**

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