

POSITION DESCRIPTION

Class Title: Office Assistant

EEOC: Office and Clerical

FLSA: Non Exempt

Performs clerical and administrative work by assisting the Office Supervisor in the performance of their duties.

Organizational Relationships

1. Reports to: Office Supervisor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with District's Board Members, Consultants, Customers, etc.

Skill Requirements

Administrative experience, ability to type 60 words per minute, experience with shorthand note taking. Must have telephone answering skills and an ability to deal with the public. Must have basic knowledge of Microsoft office suite. Ability to set priorities and multi-task while completing duties under pressures of time constraints and deadlines.

Examples of Work

1. Maintain digital database of District records
2. Preparation of material for Monthly Board of Director (BOD) meetings.
3. Track Annual Reporting Timeline to ensure deadlines are being met for District reporting. Assist with annual reports as directed.
4. Assist with Conservation Incentive Programs.
5. Perform office errands as needed such as daily bank runs, post office runs, ordering/picking up food for meetings and other District events.
6. Assist with planning and executing general District events.
7. Filing District insurance claims.
8. Assist with posting open job positions.
9. District communications via District website, social media, and other outlets as required.
10. Other duties as assigned.

Requirements

High school diploma or GED required. One year of college, business or technical school preferred. Website management experience a plus.

A minimum of two years' applicable administrative experience.

Verbal and written communication and time management skills.

Follow safety policies and procedures.

A valid Texas Driver's License is required in order to operate a company vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to operate a computer and be in front of a computer monitor; occasionally required to walk, use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is low to moderate due to use of mail machine and postage machine.