

EMPLOYMENT NOTICE

JOB TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: BURNET COUNTY EXTENSION OFFICE
LOCATION: 607 N VANDEVEER, BURNET, TX
SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

The Extension Office Administrative Assistant works under the direct supervision of the County Extension Agents to whom the Administrative Assistant is assigned. The County Extension office is a business office providing research based technical information in the fields of Agriculture, Natural Resources, Family and Consumer Sciences, and 4-H Youth Work. It is the responsibility of the administrative assistant staff member to maintain a business atmosphere and create a feeling of goodwill on the part of the caller to the office through professional and courteous treatment and efficient service for request of educational information, volunteer services, educational program support, and 4-H Youth program support

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have unquestioned ability to meet and serve the public in a friendly and efficient manner. Ability to communicate orally, in writing, and by telephone; excellent knowledge of computers; and ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or its equivalent plus one year experience in clerical work and public relations. Secondary education, college or business school is desired.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained & completed online at www.burnetcountytexas.org or from the Human Resources office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street. Completed applications may be emailed to hrc@burnetcountytexas.org and will be accepted in the Human Resources Office until the position is filled.