

EMPLOYMENT NOTICE

JOB TITLE: ADMINISTRATIVE ASSISTANT - PURCHASING

DEPARTMENT: BURNET COUNTY AUDITOR'S OFFICE

LOCATION: BURNET COUNTY ANNEX ON THE SQUARE
133 E. JACKSON, BURNET, TX

SALARY: COMMENSURATE WITH EXPERIENCE

POSITION SUMMARY:

This position assists the Auditor and other audit staff performing various accounting functions and clerical duties for the office of the Auditor. This position is assigned a variety of duties in accordance with office procedure including obtaining pricing for all goods and services in conjunction with the county purchasing policy. Purchase office supplies and other commodities for all county departments. Purchase and maintain inventory for Central Supply. Maintain copies of all contracts, bid awards documentation and vendor information. Prepares and distributes bid packages. Work closely with other departments. This is a full time regular position.

RECOMMENDED MINIMUM QUALIFICATIONS:

High school diploma or equivalent required. Some college is preferred.
Requires minimum of two (2) years clerical/accounting/bookkeeping experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting principles
- Knowledge of computer systems and ability to learn and comprehend systems as applicable to various duties
- Ability to read, understand and apply information to numerous governmental publications and forms.
- Knowledge and ability to proficiently use and present information in forms using MS Word, MS Excel and email
- Ability to effectively and professionally communicate with county elected officials, staff and outside interest by oral and written form.
- Ability to multi-task and meet regular deadlines, emergency deadlines, work overtime as required to accomplish tasks.

PHYSICAL REQUIREMENTS:

- Ability to lift boxes that weigh up to 25 lbs
- Ability to sit, stand, bend and stoop for extended periods

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. Resumes may be faxed to (512) 715-5259 and application forms may be obtained online at www.burnetcountytexas.org or from the Burnet County Human Resources Office, Burnet County Annex on the Square, 133 E. Jackson Street. Completed applications will be accepted until position is filled.

