

JEFFERSON COUNTY EMPLOYMENT OPPORTUNITY

Job Title: Office Specialist
Department: Maintenance – Beaumont
Reports To: Building Superintendent
Starting Salary: \$15.6504/hr.
Application Deadline: Friday, April 21, 2017 @4:30pm

Summary: Performs clerical duties and provides support for the Maintenance Department.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Receives office visitors and/or telephone calls; answers routine inquiries; screens calls or callers, takes messages and/or refers to appropriate personnel; sorts and files forms, reports, correspondence and related documents; posts information to departmental, fiscal or other records; follows established bookkeeping procedures and standards; makes bank deposits; examines letters, forms, documents or reports for accuracy and reports discrepancies to supervisor; maintains departmental accounts, records, and files; completes times sheets for departmental employees on a bi-weekly basis. Types standard forms, letters and other materials from rough draft; enters data into assigned computer system; operates office machines including photocopier, fax, calculator, typewriter and adding machine; picks up, sorts, wraps and delivers mail; orders, receives, and delivers supplies to various locations; assists the Commissioners' Secretary with special projects as needed. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer/mainframe computer; typewriter; adding machine/calculator; multi-line telephone; other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High school diploma or GED; specialized knowledge and training in office administration, clerical and secretarial skills, usually obtained by business school education and/or extensive on-the-job training; one to three years of related job experience.

Knowledge, Skills & Abilities: Knowledge of accepted office practices and procedures; strong verbal and written communication skills; excellent computer skills; strong typing/word processing skills; good math calculation skills; excellent interpersonal skills in order to deal effectively with all levels of employees, elected and appointed officials and the general public.

Must be able to type 50 WPM.

WORK SITUATIONS/DEMANDS/EFFORT: Job requires organizing; prioritizing; accuracy; attention to detail; working alone and as part of a group; working with the public; flexibility in order to perform a variety of duties and coordinate different activities and projects; performing routine, repetitive duties; meeting frequent deadlines; dealing with stressful situations. Employee works independently within established guidelines and timeframe; requires assistance only with unusual, non-routine matters or situations.

WORKING CONDITIONS: Work is performed primarily in a climate controlled office environment which is readily accessible to other employees and to the general public. Office traffic may cause distraction and interrupt duties. Must be available to work Monday through Friday, 8:00 a.m. to 5:00 p.m., overtime when necessary.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; duties require frequent walking within office and to other departments to deliver/retrieve paperwork; frequent reaching, lifting and carrying of objects weighing up to 10 lbs., such as files, books, mail, packages, supplies, etc.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl Street, Suite 201., Beaumont, TX., 77701
(409) 839-2391**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.