

GRIMES COUNTY HUMAN RESOURCE DEPARTMENT
P.O. BOX 230
ANDERSON, TEXAS 77830
(936) 874-4401
INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: Full – Time Environmental Assistant
DEPARTMENT: Environmental
GRADE: 2
DATE POSTED:
CLOSING DATE: Until Filled

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUPERVISION:

Receives general directions from the Environmental Coordinator

RESPONSIBILITIES AND DUTIES:

1. Process permit applications. Insure that paperwork is complete and proper application fees are collected. Enter application and payment data into computer. Issue receipts to applicants. Deposit payments.
2. Data Entry for maintenance tracking of OSSF's located within Grimes County and run reports for those whose contracts are expired. Prepare letters to be mailed out for expired maintenance contracts, as well as, assist in collecting fees for maintenance tracking with new contract.
3. Take complaints and open case files and enter information into the computer
4. Assist in supervision over the solid waste attendants
5. General administrative functions which may include preparing files, folders and organization
6. Type and proofread a wide variety of reports, letters and memoranda; compose correspondence related to assigned responsibilities
7. Organize and maintain files for all permitted systems
8. Receive telephone calls, and respond accordingly
9. Verify money and tickets from dumpsites as well as prepare deposits
10. Back up at various dumpsite locations when necessary
11. Other duties as assigned necessary

QUALIFICATIONS:

1. High school graduate, some college preferable. Honest and Integrity
2. Excellent communication skills required. The ability to effectively deal with people both orally and in writing is essential.
3. Good mathematic and problem solving skills needed
4. Good organizational skills, ability to compile and maintain detailed records and files.
5. Must know how to use Microsoft Excel
6. Good computer skills (Word, Outlook, Internet, etc.), ability to learn new software
7. Experience using office equipment is a plus

ABILITY:

1. Work independently and manage time wisely
2. Perform data entry at a speed necessary for successful job performance
3. Establish and maintain effective working relationships with other agencies
4. Have and maintain a valid class C driver's license

WORKING CONDITION:

1. Office environment: Exposed to computer monitors, upset citizens, and must coordinate with and work well with co-workers.
2. Field Environment: May be exposed to unsanitary conditions, bacteria, poison ivy, wild animals, rough terrain, and bad weather.

SALARY RANGE: \$12.00 - \$14.40 / \$15.60 (with tenure)

INTERESTED EMPLOYEE CANDIDATES SHOULD FIRST CONTACT THEIR RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL TO PROCEED WITH THE INTERVIEW PROCESS. THOSE CANDIDATES WHO RECEIVE APPROVAL SHOULD CONTACT PERSONNEL LUCY POPE, TO OBTAIN FURTHER INFORMATION.

Personnel Director Lucy Pope Date 1/9/18
(Turn applications into the HR Department)