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NEWTON COUNTY EMPLOYEE
JOB OPPORTUNITY ANNOUNCEMENT
3/06/2023 @ 2:00 PM

POSTED

MAR 07 2023

TIME 8:10 AM
BY: Sandra K. Duckworth
SANDRA K. DUCKWORTH, COUNTY CLERK

Position:

- "Part Time" Administrative Assistant (28 hours)
 - Monday – Thursday
 - 7:30am to 2:30pm (lunch paid when taken in office)
- Reports to Precinct 4 Commissioner
- Officed in Precinct 4 Building behind Precinct 4 Annex Building (Sub Courthouse)

Requirements:

- Must be at least 18 years of age and have a High School diploma or GED.
- Must possess a positive attitude and practice solid teamwork qualities.
- Must be an excellent communicator in verbal, written and electronic disciplines.

Duties (Includes, but is not limited to):

- Interfacing with the public in a friendly and professional manner.
- Assist the Commissioner with developing and then maintaining a road reporting system that includes photos of all County Roads/Culverts and Bridges within Precinct 4.
- Cost tracking, completion and filing of requisitions to Auditors office.
- Time keeping/payroll tracking and reporting to Treasures office.
- Attend Commissioners Court Meetings recording minutes electronically.
- Be liaison between other County offices and Precinct 4.

Preferred Skills/Experience:

- **Administrative Skills**
 - Applicant should have the ability to search vendor list for materials, parts and or tools that are requested by fellow staff members and then secure those items for pickup and or delivery.
- **Excel:**
 - Applicant should understand and know how to use Excel features like Power Query (Get & Transform Data), Tables, cell styles and formatting options which are necessary to make Excel workbooks.
 - Applicant should know how to gather, structure & present data so that it is easily understood by those that view the data. The building of charts and the display of data is an absolute must.
- **Cost Tracking & Budget Support**
 - Applicant should be capable of tracking invoices, completing requisitions and reporting budget standings on weekly basis.

Salary - \$ (depends on skills and experience)

Reports to - Precinct 4 Commissioner, Leonord "Bubba" Powell

To be considered, please make sure that the Treasurer's Office (409-379-8127) receives a completed and updated application for our files.