



**NOTICE OF JOB OPENING AT
THE ORANGE COUNTY DRAINAGE DISTRICT
POSITION: OFFICE ADMINISTRATIVE ASSISTANT**

ESSENTIAL DUTIES:

- * File and manage administrative and personnel-related records, including, but not limited to, payroll records, employee benefits records, insurance records and reports, and other records regarding the business of the District.
- * Answer telephone calls, initiate work order requests, and greet all visitors.
- * Open and distribute in-coming mail.
- * Draft and type letters, reports and presentations.
- * Assist Office Manager with timekeeping and all related functions.
- * Perform all other tasks determined by Management to be reasonably necessary for the benefit of the District.

REQUIRED EXPERIENCE:

- * 5 years of experience in clerical work or office administration.

SKILLS REQUIRED:

- * Must be proficient in Microsoft Word and Excel, and proficient in, or capable of learning and using Peachtree/Sage accounting software or any other applicable software.
- * Must: 1) be proficient in typing, and be able to type from dictation; 2) have good organizational skills; 3) have ability to analyze and evaluate data; 4) have working knowledge of basic accounting principles, general ledger setup and maintenance, accounts payable and typical payroll-related tasks; and 5) be able to perform routine office management duties without supervision.

SALARY: Dependent on qualifications and experience.

BENEFITS: Health Insurance, Pension, Paid Vacation and Holidays.

To be considered for this position, an interested candidate must submit an Employment Application to the District at the District office, located at 8081 Old Highway 90, Orange, Texas, no later than 5:00 p.m. on September 3, 2020. An Employment Application may be obtained at the District office, or on the District's website at www.ocddtx.com. Not every applicant will be interviewed. The Orange County Drainage District is an equal opportunity employer.