

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: February 6, 2019 Closing Date: Open Until Filled
Position:	Part-Time Assistant to Director of Emergency Management
Department:	Office of Emergency Management
Salary:	\$16.80/hour
Job Number:	H9020601
Duties:	<p>Performs a wide variety of general secretarial, clerical and administrative assistant duties to include:</p> <p>Maintenance of filing systems and various records, scheduling appointments and meetings.</p> <p>Typing and proofreading a variety of reports, letters and/or memos. Composes correspondence related to assigned responsibilities.</p> <p>Screens phone calls and responds to complaints and requests for information. Receives and routes mail.</p> <p>Assists in the maintenance of calendars. Coordinates activities with other county departments, the public and outside agencies.</p> <p>Operates a variety of office equipment. Orders and maintains office supplies.</p> <p>Maintains knowledge of laws, regulations and policies as appropriate.</p>
Qualifications and Requirements:	<p>1 – 2 years of increasingly responsible secretarial and clerical duties.</p> <p>Completion of High School diploma or GED. Additional specialized secretarial or clerical course work is desirable.</p> <p>Must possess a valid driver's license.</p> <p>Must have certification of successful completions of National Incident Management System Training (NIMS) IS100, IS200, IS700 and IS800 within 12 months of date of hire.</p>
Benefits:	Eligible to participate in pension and retirement plans.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.