

**Job Description: ADMINISTRATIVE ASSISTANT**  
**(ECONOMIC DEVELOPMENT)**

**CLASS NO.** 3402

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 17

**FLSA:** Exempt

**SUMMARY OF POSITION**

Works with Economic Development Coordinator and assist in planning for long-term economic growth within the county, including the following:

Developing and maintaining county economic resources and computer database;

Writing and administering grants for park and tourism related projects;

Developing long term economic growth plan; and

Promoting the county.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Economic Development Coordinator
2. Other: Has regular contact with the general public. Has frequent contact with, county judge and members of commissioners court, county auditor, county engineers, county parks superintendent, county employees, historical commission chairman and members, as well as other state and local agencies, economic development foundations and contractors working for or within the county.

**EXAMPLES OF WORK**

Essential Duties\*

Assist Economic Development Coordinator with day-to-day task of office as directed, including maintaining departmental files; opening, sorting and distributing mail; maintaining office and computer supplies stock, and typing any reports, agendas, memos, correspondence or documents needed;

Performs receptionist duties including greeting the general public; answering the telephone, taking messages and providing information;

Assimilate all necessary information necessary for current grants' progress reports;

Prepares and distributes in a timely manner all necessary grants reports to both the grantor agencies or foundations and the county offices or departments involved in the projects;

Preparing in a timely manner, all departmental billing and expenditure reports and or request, including requisitions, purchase orders and claim docket sheets;

Travels to and attends all necessary grant and economic development meetings as required.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

**CLASS NO. 3402 (Continued)**

Perform such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* standard office practices and procedures; basic accounting; and departmental policies and procedures.

*Skill/Ability to:* demonstrate proficiency in both oral and written communication; type accurately at a speed of at least 45 words per minute; prepare records, reports and correspondence neatly and professionally; establish and maintain effective working relationships with co-workers, grant agencies and foundations, contractors and the general public; and operate standard office equipment, including computer word processing and accounting software, typewriter, copier and other office related equipment as needed.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least one year of clerical experience and knowledge of basic accounting; or any equivalent combination of experience and training which provides knowledge, skills and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license, or available alternate means of transportation.