

December 5, 2018

ANDERSON COUNTY JOB ANNOUNCEMENT

Department: Department of Public Safety
Job Title: Highway Patrol Administrative Assistant
Salary: 30,000 annually with benefits
Work Site: Department of Public Safety, 1900 West Spring, Palestine, TX, M-F 8A-5P.
Reports To: Sergeant Phillip Davis
Posting Date: December 5, 2018
Closing Date: December 17, 2018

MINIMUM REQUIREMENTS

U.S. Citizen Yes
Education: High School Diploma or GED Equivalent
DPS Typing Test: 25 wpm (connected speed)

JOB SUMMARY

Job Specifics: Greet the public, answer phones, general clerical duties and other pertinent duties as assigned.

Knowledge, Skills and Abilities: Knowledge of pertinent record-retentions, record-keeping systems and generally accepted office procedures/practices. Skill in the proper use of English grammar, punctuation and spelling and in using standard office equipment including a personal computer with word processing and data base software, computer terminal, electric typewriter, calculator, copier, shredder and facsimile machines. Ability to: compose routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain records, and disseminate accurate information from telephone conversations; and maintain confidentiality of information encountered in work activities. * Ability to use Microsoft Word, Excel and Outlook.

Job Duties: Performs responsible secretarial and routine administrative support work. Prepares reports, forms, memorandums, etc. Performs data entry and generates statistical summaries. Answers correspondence, telephone calls and procedural and general information questions. Performs related tasks as assigned.

Required Testing: Applicants must submit an official typing test with a minimum of twenty-five (25) words per minute corrected speed. **It is the responsibility of the applicant to make arrangements for any necessary testing. Typing tests will be offered through Texas Workforce Solutions in the Palestine Mall. Typing tests should be submitted with your application.**

Other: Felony conviction will be cause for rejection. All applicants must be citizens of the United States. A certified copy of the selected applicants birth certificate or naturalization certificate will be required prior to employment.

Interested and qualified persons can pick up an application at the Department of Public Safety, Highway Patrol Office at 1900 W. Spring, Palestine, Texas 75803, the Texas Workforce Solutions, or print an application for employment from the Anderson County Web Site (www.co.anderson.tx.us) and **return the application, resume, and typing test in person to, Beckie Gilbert, Lt. Rudisill, or Sgt. Davis at the Palestine DPS Office.**

AN EQUAL OPPORTUNITY EMPLOYER

