

Washington County Road & Bridge Department (*Internal Applicants Only*)

Administrative Assistant II

Responsibilities/duties include, but not limited to:

- Performs administrative duties for the Engineering and Development Services Facility including entry of purchase requisitions, entry of daily work sheets, accounting duties, and other miscellaneous office responsibilities.
- Performs accounts payable duties including reviewing invoices for accuracy, auditing and validating invoices, stamping, coding and submitting invoices to the County Treasurer's Office for payment disbursement.
- Maintains road history, subdivision, and development files.
- Provides assistance with annual bids and the budget process.
- Assists Geographic Information System (GIS) Coordinator with all addressing and mapping inquiries.
- Assists GIS Coordinator by making and selling address signs.
- Receives phone calls from the public and develops electronic work orders.
- Performs related special projects as assigned and accepts extra duty in absence of Administrative & Development Supervisor.

Education, Experience and Qualifications:

- High School Diploma or GED.
- Knowledge of basic mathematical principals.
- Must be able to work under pressure in a high-volume office, produce accurate work, and meet established deadlines.
- Ability to handle irate customers with professionalism while performing job duties.
- Employment is contingent on passing post-offer, pre-employment and periodic drug, criminal background investigations and motor vehicle record reports.

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office
Washington County Annex Building
105 West Main, Suite 101 • Brenham, Texas

<http://www.co.washington.tx.us/>
hr@wacounty.com

Equal Opportunity Employer