



EMPLOYMENT OPPORTUNITY

JOB TITLE: Secretary II

DEPARTMENT: Parks & Recreation

REPORTS TO: Parks Superintendent

ANNUAL SALARY: \$31,589.02 up to \$38,829.19 (Based on Experience)

APPLICATION PERIOD: July 12, 2018 – until filed

JOB SUMMARY AND PRINCIPAL DUTIES:

Provides general secretarial and administrative support for the County Parks Department, including coordinating event schedules, reserving the county park, baseball and softball facilities, ordering supplies, maintaining exempt and non-exempt employee time records, maintaining vehicle time reports, tracking capital asset purchases, setting up purchase orders and claims for weekly disbursement, and preparing and maintaining budget for Parks Department. Must be a self-motivated person

QUALIFIED APPLICANTS MUST POSSES:

1. Valid Texas Driver License;
2. (2) years of College or equivalent;
3. Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

ONLY APPLICANTS MEETING THE QUALIFICATIONS LISTED ABOVE NEED APPLY.

**APPLY: PARKS & RECREATION DEPARTMENT
207A AIRPORT ROAD
ANAHUAC, TEXAS 77514
409-267-2690**

CHAMBERS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES