



City of Jacinto City – 1301 Mercury Drive 713-674-8424

Job Title:	Administrative Assistant	Job Category:	Hourly
Location:	City Hall	Travel Required:	Minimal
Level/Salary Range:	From \$ 30K to \$ 35K	Position Type:	Full Time
HR Contact:	Joyce Raines	Date posted:	October 8, 2014
Internal posting URL:	jacintocity-tx.gov (Public Notices) Application can be found under “Forms” tab.		

Applications Accepted By:

FAX OR E-MAIL: jobs@jacintocity-tx.gov 713-820-9264	MAIL: City Secretary City of Jacinto City 1301 Mercury Drive Houston, Texas 77029
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Job Description**ROLE AND RESPONSIBILITIES**

Performs administrative and office support activities for multiple supervisors and positions. Duties may include fielding telephone calls, word processing, filing, and faxing. This position will manage the city’s social media content and update the city’s web site. This applicant will be cross trained in court operations and the city’s water department. Limited overtime may be required to support the municipal court staff.

QUALIFICATIONS

Training in office procedures and use of office equipment. Must be able to communicate clearly in English and Spanish both orally and in writing. Must be computer literate and well versed in Microsoft Office including Excel, Word and social media. Web site development or management is preferred. Must have excellent organizational and problem solving skills. Must be customer service oriented and have a “can do” approach to job tasks.

EDUCATION REQUIREMENTS

High School Graduation or GED Required. Additional degrees or job specific certificates would be advantageous.