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# JOB POSTING

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TO: Department Heads/Employees/Public

FROM: Human Resources Department

SUBJECT: Job Opening - Office Assistant

DATE: Wednesday, March 29, 2023

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The Human Resources Department is currently accepting applications. Interested public and District employees may apply by clicking on the following link: <http://comalad.org/Employment>  
Job qualifications are listed below:

**JOB TITLE:** Office Assistant

**DEPARTMENT:** Administrative

**JOB SUMMARY:** This individual has daily contact with the public and is responsible for directing the public to various departments as needed. Performs a variety of routine and complex clerical, secretarial, and administrative work as directed, to include assisting the Chief Appraiser in preparing and processing open meeting agendas, scanning documents, record-keeping and organization, providing administrative support to the above-mentioned individual, research and other special projects. This position requires a thorough knowledge of clerical and secretarial procedures.

**QUALIFICATIONS:** A High School Diploma or GED equivalent required; possess excellent computer skills as well as a thorough knowledge of clerical procedures and practices; at least two (2) years of experience in clerical operations is required with accurate typing and proofreading skills. Proficient in the use of software programs such as MS Word, Excel, Outlook, PowerPoint, is required, as well as the ability to learn and use other software programs such as PACS and Adobe Acrobat to complete work. Must be willing to complete a drug screen.

**SALARY:** Pay Group S03 \$17.29 - \$21.27 Based on Experience

**CLOSING DATE:** Open Until Filled

**START DATE:** Wednesday, March 29, 2023

APPLICATIONS MANDATORY AND AVAILABLE ONLINE

<http://comalad.org/Employment>