

Position: Administrative Assistant

Status: Full time

Closing Date: March 12, 2010

To apply, please complete the application on the Harris County Emergency Services District 1 website ([www.hcesd-1.org](http://www.hcesd-1.org)) under the "Employment" tab. Be sure to include the position you applying for at the beginning of the application.

Position Summary:

The Administrative Assistant (AA) plays a key role for several areas of Harris County ESD1 by assisting in the day to day functions of the Director, Assistant Directors, and management staff.

The following duties are not inclusive of all responsibilities, and the incumbent may perform other duties as assigned. The AA will assist with maintaining the master calendar of meetings and special events, types letters or memos, oversee dissemination of mail, handle travel arrangements, place phone calls for department managers, maintain inventory of office supplies, send out requests for bids, maintain contact information for all managers and ESD1 board members, oversee repairs of phones, plumbing, gates, etc., all other duties as assigned.

Criteria:

The incumbent should have high school education or GED, and some college courses or the equivalent.