

SMITH COUNTY APPRAISAL DISTRICT

245 SSE Loop 323

Tyler, TX 75702

Tel 903 510 8600

Fax 903 510 8621

POSITION VACANCY ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT II

DIVISION: ADMINISTRATION

TDLR REGISTRATION: NOT REQUIRED

DESCRIPTION:

Maintains a highly responsible relationship to the day-to-day work activities of the Chief Appraiser's office and the Administration offices.

Supervision received: Responsible to Chief Appraiser.

EXAMPLES OF DUTIES:

Maintains the Chief Appraiser's calendar and schedules appointments.

Receives telephone calls and incoming mail.

Prepares outgoing correspondence, reports, and memorandums.

Maintains administrative files for the District.

Exposure to considerable confidential material.

Has frequent contact with and answers inquiry from taxing jurisdiction officials, the general public, and District employees.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: Must have excellent PC skills with considerable knowledge of business office procedures. Must be able to maintain effective and constructive communication, both orally and written, with all District employees and the general public. Must be able to take dictation and compose general correspondence and memoranda. Must be able to project a positive professional image.

EDUCATION AND EXPERIENCE: Bachelor's degree required and a minimum of three years business office experience with one year experience on the executive level preferred.

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

CLOSING DATE: UNTIL FILLED

EQUAL OPPORTUNITY EMPLOYER

EXCELLENT BENEFITS