



Prairielands Groundwater Conservation District

Office Assistant Job Description

Position: Office Assistant, Full-time (Non-Exempt)

Effective Date: October 13, 2023

Hours Required: Full Time (40 hours/wk) (Non-Exempt)

Immediate Supervisor: General Manager

Salary Range: \$19.62 - \$25.61 hour (depending on qualifications)

Benefits: District provided medical, vision, and dental available following 60 days of successful employment. PGCD participates in the Texas County & District Retirement System (TCDRS), which is a qualified retirement plan under Section 401(a) of the Internal Revenue Code.

Job Summary:

The **Office Assistant** is responsible for handling clerical tasks for the Prairielands Groundwater Conservation District, including handling incoming phone calls, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties and errands. In addition, this position will work closely with the Well Registration Specialist and will be responsible for receiving and processing well registrations received to the District.

Successful candidates will need to the ability to write clearly and be proficient with word processing applications. A pleasing personality with strong communication skills is also highly valued.

Essential Duties:

- Process and tracking well registrations and well reports in accordance with the proper rules and procedures of the District's Records Retention Schedule.
- Interacting with the public on a daily basis, including problem-solving, technical assistance, and fielding questions regarding the exempt well registration process and enforcement violations (when necessary).
- Handling incoming calls and other communications.
- Assist in tracking and monitoring enforcement and non-compliance violations, in conjunction with the Field Operations and Permitting.
- Organize and maintain office meeting and common areas.
- Performing general office clerk duties and errands.
- Maintaining supply inventory.
- Maintaining office equipment as needed.

- Prepare to mail, and send out District mass mailings.
- Be knowledgeable of District Rules and procedures in order to answer general questions.
- Work closely with the Permitting staff in handling permit applications, non-exempt well registrations, production reports.
- Other duties as assigned.

Education/Experience Requirements:

- High School diploma or associate degree.
- Two years related experience, or a combination of education and experience in a related field.
- Strong communication skills are required, both written and verbal.
- Above average knowledge of computer programs, including current Microsoft Office applications.
- Possess good customer service qualities.
- Good organizational skills and abilities.

Additional Requirements:

- Ability to work efficiently in a dependable, organized, and productive manner to be able to manage multiple tasks and meet deadlines.
- Ability to read legal descriptions/maps and locate specific points of interests on maps and in the field.
- Must have personable nature, possess good customer service qualities, and be able to work under pressure and deadlines.
- Must be able to pass all testing and screening requirements established at time of application.

Physical Demands:

- Sitting at a desk using a desktop computer for extended periods of time
- Bend, lift (up to 50 lbs.) climb, walk in both indoor and outdoor working environment

To apply for this position, interested candidates are required to submit resume and a completed Prairielands Groundwater Conservation District job application to:

**General Manager
208 Kimberly Drive
Cleburne, Texas 76031**

**Or, email:
kjones@prairielandsgcd.org**

Applications may be downloaded at www.prairielandsgcd.org/about/employment/

Prairielands Groundwater Conservation District is an Equal Opportunity Employer