



## Office Assistant

### Prairielands Groundwater Conservation District

**Position: Office Assistant - Full Time**

**Salary: \$13.00-\$15.00/hour: Commensurate with experience and qualifications**

#### **MINIMUM QUALIFICATIONS:**

- Two years related experience, or a combination of education and experience
- Strong communication skills are required, both written and verbal
- Above average knowledge of computer programs, including current Microsoft Office applications
- Ability to work under pressure and deadlines
- Possess good customer service qualities
- Good organizational skills and abilities
- Must be able to pass a drug screen and background check

#### **PRINCIPLE DUTIES:**

- Answer phones and route calls to appropriate staff member
- Welcome office visitors
- Review local District newspapers for water conservation or groundwater related articles
- 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 Records Administrator in handling permit applications, well registrations, usage reports
- Data entry including but not limited to, meter readings, well registrations, permit amendments
- Handle District meeting registrations, travel reservations, and Board committee meeting schedules
- Other projects and duties as requested by the General Manager or the Records Administrator

Send resume and salary history to: Jim Conkwright, General Manager

Prairielands Groundwater Conservation District

**MAIL:** P.O. Box 3128  
Cleburne, Texas 76033

**FAX:** (817) 556-2305

**EMAIL:** [jimconkwright@prairielandsgcd.org](mailto:jimconkwright@prairielandsgcd.org)

Or bring to the District office at:

205 South Caddo Street  
Cleburne, Texas 76031  
(Inside the Liberty Hotel)