

## JOB ANNOUNCEMENT

THE POLK COUNTY HUMAN RESOURCES OFFICE IS NOW ACCEPTING  
APPLICATIONS FOR THE POSITION POSTED BELOW:

\*POLK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER\*

### **JOB TITLE: ONE (1) FULL TIME SECRETARY I POLK COUNTY PERMITS/INSPECTION**

#### **SUMMARY OF POSITIONS:**

Performs effective and efficient general secretarial duties for a designated supervisor and/or other staff members within the county department.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Skills to:** operate modern office equipment, including electric typewriter and copy machine; **type at a speed of at least 40 net words per minute with a high degree of accuracy (must submit typing certificate from the Work Force or Polk County);** and operate a calculator, dictation/transcribing machine, and a personal computer, microcomputer, or terminal accessing mainframe computer using standard word processing software packages.

**Ability to:** apply correct business English spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county departments or offices, employees of outside agencies and organizations, and the general public; understand and follow oral written instructions and to request clarification when needed; and interact effectively with persons of all ages from a variety of socio-economic backgrounds.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, with secretarial and computer courses including typing, plus at least one year of secretarial experience (college or business school training may be substituted for work experience); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

#### **CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Notary Public preferred.

**APPLICATIONS WITH BE TAKEN: ON FRIDAY, MARCH 8, 2019 THROUGH FRIDAY, MARCH 15, 2019 UNTIL 5:00 P.M. ON THE OFFICAL FORM. APPLICATIONS OR ADDITIONAL INFORMATION CAN BE OBTAINED BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. BY CONTACTING:**

**POLK COUNTY HUMAN RESOURCES  
602 EAST CHURCH STREET SUITE 105  
LIVINGSTON TEXAS, 77351  
PHONE: 936 327-6802 FAX: 936 327-6879  
OR [www.co.polk.tx.us](http://www.co.polk.tx.us) under Job Postings.**

\* For the purpose of compliance with the American with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.