

SABINE RIVER AUTHORITY OF TEXAS

BRANCH:

Operations

DIVISION:

Toledo Bend Division

JOB TITLE:

Administrative Assistant

SALARY AND BENEFITS:

Full-time position offering competitive salary, health, dental, vision, and retirement benefits

DUTIES & RESPONSIBILITIES:

- Maintain accurate and current payroll and attendance records for division employees including Time Sheets, Absence Reports, and Vacation Requests
- Maintain accurate records and invoicing for water customers and permit holders
- Receive and document customer payments and make deposits
- Answer phones and interact with the public in a professional manner
- Participate in records retention and disposal as dictated by current SRA policies and procedures
- Type letters, notices, permits, and other documents as needed
- Operate competently the computer program for purchasing, invoicing, requisitioning, paying bills, etc.

EDUCATIONAL, EXPERIENCE, AND OTHER REQUIREMENTS:

- Have High School diploma or GED equivalent with a minimum of five (5) years of experience performing the duties listed above,
Or,
have an Associate Degree in Office Administration with a minimum of two (2) years of experience performing the duties listed above
- Operate with a high skill level all normal business computer software including: Word, Excel, Outlook, and Microsoft A

- Be willing to learn new software technology and adapt to changes in the workplace
- Be willing to communicate in a positive manner with fellow employees and the general public
- Be able to perform assigned tasks without the need for close supervision

CONTACT:

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**The Sabine River Authority of Texas is an agency of the State of Texas and an
Equal Opportunity Employer**