

Sabine River Authority of Texas

Job Roles and Responsibilities

Job Title: Summer Help (AGO-Clerical)

General Position/Function: The Summer Help role is responsible for general administrative and clerical functions as needed at AGO.

Organization: This position is part of the Authority General Office and has no reporting responsibility. This position reports to the Special Projects Administrator.

Specific Duties / Responsibilities:

- Assist with documenting, organizing, and disposing of stored records according to SRA's Records Retention Policy.
- Scan permanent records for retrieval in Tyler Content Management software.
- Computer entry of data.
- Keep accurate, legible records of data generated.
- Other miscellaneous clerical and administrative functions as needed.

Competencies / Requirements:

- High School diploma or equivalent
- Proficient in general computer skills, including Microsoft Windows Operating Systems and Microsoft Office software
- Strong organizational and administrative skills
- Good communication skills
- Ability to work with various levels of the organization and take direction

For more information contact Holly Smith at hsmith@sratx.org