



The Cameron County Drainage District #1, an Equal Opportunity Employer, is accepting applications for the position of:

### **ADMINISTRATIVE ASSISTANT – PART TIME**

**Job Summary and Principal Duties:** The Administrative Assistant works under the supervision of the General Manager and the Office Manager. The Assistant is responsible for performing a variety of duties supporting the General Manager and Office Manager. The Assistant normally acts as a receptionist for the District Office, receiving and relaying messages. The Assistant provides assistance and information to the public regarding the District in accordance with District policies and as directed by the General Manager. The Administrative Assistant does not supervise District staff members.

**Duties include but are not limited to:**

- Assists the Office Manager and the District Manager.
- Composes, types, and proofreads agendas, minutes, and subdivision plats.
- Provides information to staff and the public in accordance with the directions of the General Manager, the Office Manager and District policies.
- Maintains calendars, schedules activities, meetings and various events relating to the District.
- Assists the Office Manager in monitoring and taking inventory of the office supplies and assists in making purchase requisitions.
- Researches and compiles data for special projects and reports as directed by the General Manager and the Office Manager.
- Assists in organizing and maintaining the District's filing systems and records.
- Monitors employee overtime and attendance records.
- Processes payroll.
- Receives citizen inquiries and complaints and relays them to the General Manager for action.
- Prepare public relations data, brochures and handouts as directed by the General Manager.
- Performs related duties and fulfills responsibilities as needed for the benefit of the District.
- Compiles agenda, minutes and supplemental paperwork needed for monthly Board meetings as well as assists the Board President in running the meetings
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Performs light housekeeping.
- Additional duties as assigned.

**Applicants must meet the following qualifications:**

1. Three (3) years of general office or administrative experience.
2. High School Diploma or equivalent combination of education and experience.
3. Bilingual (preferred).
4. Knowledge of English and Spanish, including spelling, and punctuation.
5. Knowledge of research methods.
6. Knowledge of modern office practices, procedures, equipment and, depending on the individual job requirements, clerical techniques.

7. Ability to communicate clearly and effectively, both verbally and in writing.
8. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
9. A willingness to "cross-train" to perform the duties and the responsibilities of the Office Manager.
10. Physical requirements include occasional lifting/carrying of 15 pounds. The Administrative Assistant should have normal visual acuity, speech and hearing ability, hand and eye coordination and manual dexterity necessary to perform the duties of the Administrative Assistant. The Administrative Assistant will be subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions of the position. Working conditions are primarily inside an office environment. The Administrative Assistant will be required to run errands and make deliveries as directed.
11. Valid Class "C" Texas Driver's License.
12. Any applicant conditionally selected for this position will be required to submit to a background check as well as pre-employment drug screening. Full completion of pre-employment drug testing with a verified negative result is a condition of employment.

**Work Schedule:**

The office is open from Monday through Thursday, 7:00AM to 5:30PM with a 30-minute lunch break. Shifts are 10 ½ hour days. Occasional weekend work may be required.

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**How to Apply:** Applications are available at: Cameron County Drainage District #1  
3510 Old Port Isabel Road  
Brownsville, Texas 78526  
(956) 838-0162  
[CCDD1.ORG](http://CCDD1.ORG)