



## **Nueces County Drainage District No. 2**

603 East Avenue A  
Robstown, Texas 78380  
(361) 387-4015 [info@ncdd2.com](mailto:info@ncdd2.com)

**POSITION TITLE: Office Support Specialist**

**REPORTS TO: Office Manager of the Nueces County Drainage District No. 2**

### **Position Summary**

Nueces County Drainage District No. 2 is seeking an organized and dependable Office Support Specialist to ensure the smooth and efficient operation of the District Office.

### **Primary Duties and Responsibilities**

The primary duties and responsibilities, pursuant to the Americans with Disabilities Act, may include the following:

- Greeting and direct visitors to the appropriate person or office.
- Answer, screen, and forward incoming phone calls.
- Provide information and assistance to staff and visitors.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Perform various clerical tasks, such as preparing reports, maintaining filing systems, and organizing documents.
- Manage office supplies and place orders when necessary.
- Schedule appointments, meetings, and conferences, and keep calendars organized.
- Ensure the office is kept clean and organized.
- Assist with special projects or tasks as needed.
- Scheduling meetings and appointments.
- Taking notes and minutes in meetings.
- Ordering and taking stock of office supplies.
- Being a point of contact for a range of staff and external stakeholders.
- Preparing documents for meetings and business trips.
- Processing and directing visitors and new staff to the organization.
- Writing and issuing emails to teams and departments on behalf of teams or senior staff.
- Researching and booking travel arrangements for staff members.
- Preparing reports and documentation for internal and external use.

### **Qualifications**

- High School degree: additional qualification as an Administrative Assistant or Secretary will be a plus.
- Proven work experience as an office assistant, office administrator or in another relevant administrative role.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Word, MS Excel, and MS PowerPoint, in particular)
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task; Attention to detail and problem-solving skills

### General Benefits

- Health Insurance
- Retirement Plan
- Paid time off
- Professional development opportunities

### Additional Information

- Effort and Working Conditions
  - **Work hours:** 7:30 a.m. to 4:30 p.m.
  - **Regular Meeting hours:** Regular Meetings are scheduled at 6:00 p.m. monthly.
  - **Special Meeting hours:** Special Meetings may be held during normal business hours or at 6:00 p.m.
  - **Salary:** is based upon candidate experience and qualifications, as well as market and business considerations
  - **Pay Range:** \$31,200 to \$35,360.
  - **Location:** 603 E. Ave A Robstown, TX 78380
  - **Employment Type:** Full-Time
  - **Equal opportunity Statement:** We are an equal opportunity employer.
  - **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to: [www.info@ncdd2.com](mailto:www.info@ncdd2.com)
  - Ability to manage tight deadlines and multiple tasks on an on-going basis.
  - In the event of a disaster, or event requiring regional support to area cities, counties, or State of Texas or a federal government agency, extended hours of work, beyond the standard work week, may be required to provide disaster recovery services as directed by the Board of Commissioners.
- Communications / Contacts
  - Substantial communications with staff, consultants, Nueces County, City of Robstown, and frequent contact with the public.

### Physical Requirements

- Able to lift and carry up to ninety (35) pounds; Frequent walking, standing, sitting; turn head and trunk, move about on smooth surfaces, and reach, twist, and bend. Good hearing and vision. Manual dexterity and mobility; and occasionally perform manual labor.

### Licenses and Certifications Required

- Texas Operator Driver License.