

CHAMBERS-LIBERTY COUNTIES NAVIGATION DISTRICT



POSITION AVAILABLE

Job Title: Secretary
Annual Salary: \$31,200.00 (\$15.00 per hour)
Application Period: June 21, 2022 – until filled

JOB SUMMARY: The Secretary will provide general public support, clerical support such as data entry, bookkeeping functions, maintain and file accurate records, composing reports, emails, and other correspondence.

DUTIES INCLUDE BUT NOT LIMITED TO:

- Answer telephone and direct phone calls, take messages, and provide information.
- Provide general support to customers.
- Prepares and distributes correspondences, letters, faxes, and emails.
- Prepare and maintain up to date reports.
- Performs bookkeeping duties; all activities related to accounts payable and accounts receivable.
- Prepare financial records.
- All other duties as assigned by the General Manager

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

- A valid Driver's License
- High School Diploma or any other equivalent combination of experience and training
- Bilingual, preferred but not required
- Experience in a business and office setting preferred

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment.

If interested, submit a completed application and resume to:

Chambers-Liberty Counties Navigation District
P.O. Box 518
211 Miller St.
Anahuac, Texas 77514
409.267.3541

Chambers-Liberty Counties Navigation District is an equal opportunity employer. The District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.