

# CHAMBERS-LIBERTY COUNTIES NAVIGATION DISTRICT



## POSITION AVAILABLE

**Job Title:** Secretary  
**Annual Salary:** \$17.50 per hour (32 Hours per week with Benefits)  
**Application Period:** January 8th – 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, is a plus
- Work experience with QuickBooks
- 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.*