

# THE COUNTY OF RUNNELS

Ballinger, TX 76821

## JOB DESCRIPTION

**WORKING TITLE:** ASSISTANT TO EMERGENCY MANAGEMENT COORDINATOR  
**DEPARTMENT:** EMERGENCY MANAGEMENT  
**REPORTS TO:** COUNTY JUDGE  
**CLASSIFICATION:** PART-TIME (8-9 HRS/WEEK)  
**SALARY:** \$12.50 PER HOUR  
**JOB START DATE:** OCTOBER 2022

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### **GENERAL DESCRIPTION**

*This position will assist the Emergency Management Coordinator in updating the Runnels County Emergency Management Plan.*

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### **RESPONSIBILITIES AND DUTIES**

- Will be responsible for making phone calls and following up on status.
- Will contact local businesses and governmental entities to gather current information.
- Must have excellent communication and people skills.
- Must be able to take direction and coordinate with other individuals as well as being able to work alone. Self-motivator.
- Computer experience a plus.
- Operates office machines such as computers, copiers, scanners, fax machines and calculators.
- Regular job attendance and timeliness is required.

### **EDUCATION REQUIREMENTS**

High school diploma or GED required.

### **EXPERIENCE AND SKILLS**

- Requires previous experience of clerical or administrative work, preferably with a governmental entity.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Requires knowledge of basic arithmetic including adding, subtracting, multiplication, division and fractions.
- Requires ability to use Microsoft Office: Word, Outlook and Excel software.
- Requires ability to ask for assistance from appropriate sources for information to perform the duties.
- Must be able to communicate effectively in English in writing and understand written information and ideas.
- Must have the ability to concentrate on a task over a period of time without being distracted.

### **WORK ENVIRONMENT**

- The job involves frequent contact with the public.
- Casual attire is acceptable to be worn to work daily. No pants/jeans that are torn will be allowed.

# RUNNELS COUNTY

## Employment Application – Assistant to Emergency Mgmt. Coordinator

*If you have a current resume, please attach to this application.*

Runnels County is an Equal Opportunity Employer

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
			YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for Runnels County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Proof of identity and eligibility will be required upon employment)
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you have ever applied for a bond, has your application been rejected?
			YES <input type="checkbox"/> NO <input type="checkbox"/>

EDUCATION			
High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

REFERENCES	
<i>Please list three professional references (other than relatives or former employers)</i>	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

PREVIOUS EMPLOYMENT	
Company	Phone (    )
Address	Supervisor

Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
I understand that employment with Runnels County is subject to passing a drug and alcohol test. I understand that Runnels County is an "at will" employer, and that the county or employee is free to terminate employment with the other at any time with or without cause or notice. I certify that the answers given herein are true and complete to the best of my knowledge.	
Signature	Date