



**Notice is hereby given that the Commissioner's Court of Palo Pinto County, Texas will begin accepting applications for the following position:**

**Title:** OSSFDR/Clerk GG (On-Site Sewage Facility Designated Representative/  
Clerk-General Government)  
**Position:** Full Time  
**Location:** 520 Oak Street, Palo Pinto, Texas  
**Salary Range:** \$25.52 advancing to \$27.58

**All interested and qualified individuals can apply in person or by mailing to Post Office Box 369, Palo Pinto, Texas 76484 or via website: [www.co.palo-pinto.tx.us](http://www.co.palo-pinto.tx.us). Applications and resumes may be submitted to the County Commissioner's Court office Monday – Friday from 8:00am to 3:00pm.**

**Palo Pinto County is an Equal Opportunity Employer**

## **JOB DESCRIPTION**

### **FULL-TIME OSSF DR/CLERK -GG**

**DEPARTMENT: PUBLIC WORKS & COUNTY COMMISSIONERS OFFICE**

### **GENERAL DESCRIPTION**

This position is a non-exempt position that performs a variety of OSSF inspection related and clerical related duties to provide support for the daily operations of Palo Pinto County and of the Commissioner's Court in accordance with departmental procedures and regulations as well as state laws and statutes. This is a full-time, regular position. This position requires a current OSSF DR license through the State of Texas.

### **ORGANIZATIONAL RELATIONSHIPS**

Has frequent contact with county officials and their staff and the general public  
Must keep all work and conversations confidential and private (unless Public Record qualified)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review plans and permits, conduct site evaluations, and inspect On-Site Sewage Facilities (OSSFs)—commonly known as septic or aerobic systems and all related reporting
- Answer telephones, direct calls and take messages with telephone numbers
- Assist people in person and over the telephone with information as needed
- Compile, copy, sort, and file records of the office
- Regular attendance is required - must arrive at work on time, prepared to perform
- assigned duties and work assigned schedule

## **ADDITIONAL RESPONSIBILITIES**

- Run errands for the office, including, but not limited to, post office, and other county offices
- Perform other related duties as may be assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Asses proposed designs and site plans for new septic systems to ensure they meet state and local requirements
- Verifying soil conditions and lot sizes prior to system construction
- Checking active construction sites and system installations to ensure they are built to industry standards
- Respond to reports of failing systems, sewage leaks, or unauthorized installations and complaint investigations
- Establish and maintain effective working relationships with other county employees and officials and the general public
- Apply correct business English, spelling, punctuation and math
- Operate routine office equipment, such as computers, phones, copiers, scanners, faxes, calculators and postage machines
- Demonstrate proficiency and accuracy in both oral and written communication
- Have and maintain the ability to work independently
- Have and maintain the ability to use computer systems necessary to perform duties
- Have and maintain the ability to concentrate on a task over a period of time without being distracted and work well with interruptions
- Must always possess a cooperative and positive attitude
- Must be flexible and willing to learn new business practices and procedures as they arise
- Be able to maintain confidentiality in matters dealing with this office

## **EDUCATION REQUIREMENTS**

- High school graduate or equivalent
- Banking, bookkeeping, and/or payroll experience is a plus
- OSSF DR license through the TCEQ that is current and in good standing

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit, stand or walk for prolonged periods of time
- Required to lift up to 15 lbs. regularly and up to 50 lbs. occasionally
- Specific vision required includes both up close and distance
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Employee regularly works in inside environmental conditions while performing the duties of this job