



Harris County

Operational Permit Coordinator (Temporary Position)

SALARY	\$20.00 - \$22.00 Hourly	LOCATION	Humble, TX
JOB TYPE	Contract	JOB NUMBER	12458
DEPARTMENT	Fire Marshal's Office	OPENING DATE	03/11/2024
CLOSING DATE	3/15/2024 11:59 PM Central		

Position Description

The Incumbent performs a variety of duties for the Prevention Division.

Duties and Responsibilities:

- Process operational permit applications and answer questions of customers to facilitate issuance of permits.
- Perform a wide variety of professional level research, administrative, and analytical duties.
- Perform a variety of detailed office administrative tasks and communicate with the public.
- Assist with scheduling and coordinating.
- Work closely with prevention staff to ensure continuity and completion of projects.
- Collect and organize data to produce reports.
- Operates a variety of modern office equipment, such as telephone systems, photocopies, computer and related software, printers, typewriters, adding machines and other equipment necessary in the performance of duties.
- Operates various programs and databases such as PeopleSoft, Microsoft Office-Excel, and Adobe Acrobat pro.
- Performs other duties as assigned by direct supervisor and/or HCFMO management.

Harris County is an Equal Opportunity Employer

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email ADACoordinator@bmd.hctx.net

Requirements

All applicants must register and take the **HRRM Clerical Skills Test** and **score a minimum of 70% with a typing speed of 30 W.P.M. and 90% accuracy.**

<https://www.governmentjobs.com/careers/harriscountytexas/jobs/998426/hrrm-clerical-skills-test>

Please see testing instructions in the General Information section below.

Education and Experience:

- High School Diploma or G.E.D. equivalent from an accredited educational institution.
- Experience as an administrative assistance with Microsoft Office skills and data entry skills.

OR

- Current Harris County Fire Marshal's Office Employee.

Knowledge, Skills, and Abilities:

- Basic computer skills.
- Valid Class C driver's license (Texas upon hire).
- Must pass the "Clerical Skills Test" with a minimum score of 70% and a typing speed of 30 w.p.m. with 90% accuracy.

Applicants for this position will be subject to a criminal background check that includes being fingerprinted. This applies to any position with network access to Criminal Justice Information Services (CJIS) or access to an area where CJIS is received, maintained, or stored either manually or electronically (i.e., custodian, maintenance).

Automatic Disqualification:

- Convictions, probation, or deferred adjudication for any Felony, and any Class A Misdemeanor.
- Convictions, probation, or deferred adjudication for a Class B Misdemeanor, if within the previous 10 years.
- Open arrest for any criminal offense (Felony or Misdemeanor).
- Family Violence conviction.

NOTE: Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

Preferences

- Associate Degree (At least 60 college credit hours).
- Bilingual.

General Information

Register Online for the **HRRM Clerical Skills Test** using the following link: <https://www.governmentjobs.com/careers/harriscountytexas/jobs/998426/hrrm-clerical-skills-test>

- Click the above link to the HRRM Clerical Skills Test registration page
- Click on "Apply" to submit your request for testing
- You will receive a test invitation and instructions via e-mail within 48 hours
- You will have **no more than 5 calendar days** to access and complete testing
- Your score will be automatically uploaded to your application
- The test may be taken once every 30 days
- Most recent test scores are retained for up to 6 months

Position Type and Typical Hours of Work:

- Contract | This is a 12-month position with a possible extension.
- Monday - Friday | 8:00 A.M. - 5:00 P.M.

Salary:

- \$20.00 - \$22.00 Hourly
- Depends on Qualifications
- Based on 26 Pay Periods

- Plus, benefits

Location:

- 2318 Atascocita, Humble, TX 77396
 - Or other remote location

Employment is contingent upon passing a background check and drug screen.

Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.

Agency

Harris County

Address

1111 Fannin St
Ste. 600
Houston, Texas, 77002

Phone

713-274-5445

Website

<https://www.governmentjobs.com/careers/harriscountytx>

Operational Permit Coordinator (Temporary Position) Supplemental Questionnaire

***QUESTION 1**

Are you a current Harris County Fire Marshal's Office Employee?

- ☐ Yes
- ☐ No

***QUESTION 2**

Which of the following best describes your highest level of education completed as it relates to this position?

- ☐ High School or GED diploma
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher
- ☐ None of the above

***QUESTION 3**

Do you have experience as an administrative assistant with Microsoft Office skills and data entry skills? (To be considered, qualifying experience must be documented in your application's employment history)

- ☐ Yes
- ☐ No

***QUESTION 4**

Which of the following describes your level of proficiency using a personal computer and common office software such as MS Office Suite (Word, Excel, PowerPoint, and Outlook). Please select your level of proficiency based on the following

descriptions: **Advanced:** A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. **Intermediate:** A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. **Basic:** A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions. Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. **Entry Level:** A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellchecker and grammar check.

- ☐ Advanced
- ☐ Intermediate
- ☐ Basic
- ☐ Entry Level
- ☐ Not proficient

*QUESTION 5

This role requires a Valid Driver's License (Texas upon hire) Do you have a Valid Driver's License?

- ☐ Yes, I have a Valid Texas Driver's License
- ☐ Yes, I have a Valid Driver's License but understand I must obtain a Valid Texas Driver's License prior to start date
- ☐ No, I'm not interested

*QUESTION 6

Are you bilingual?

- ☐ Yes
- ☐ No

* Required Question