

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	<p>Date Posted: May 12, 2025</p> <p>Closing Date: Open Until Filled</p>
<b>Position:</b>	OSSF Assistant
<b>Department:</b>	Development Services
<b>Salary:</b>	\$35,000 Annual Salary
<b>Duties:</b>	<p>This position is responsible for assisting the On Site Sewage Facilities Program within the Development Services Department, and all other related duties as assigned.</p> <p><b><u>Essential duties and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Receives OSSF Permits in accordance with the Grayson County OSSF Regulations and enters data into the permit system.</li> <li>• Assist with receiving, reviewing, and processing Development Certificates and enters data into the permit system.</li> <li>• Creates, organizes and maintains records pertaining to On Site Sewage Facilities</li> <li>• Cash handling including cash, check, money order and credit/debit card transactions.</li> <li>• Prepares a variety of technical reports, maps, illustrations, correspondence and other written materials that include graphic representations pertaining to OSSF Facilities.</li> <li>• Mail out renewal letters, pursue, and collect all documentation and fees needed for compliance.</li> <li>• Answer incoming calls and assist customers with inquiries.</li> <li>• Communicate professionally and efficiently with site evaluators, installers, professional engineers, maintenance providers, the County Environmental Officer, OSSF owners and the public regarding OSSF.</li> <li>• Performs other related work duties as required.</li> </ul>
<b>Qualifications &amp; Requirements:</b>	<p><b><u>Education/Training/Experience</u></b></p> <ul style="list-style-type: none"> <li>• High School Diploma or equivalent as certified by proper authority.</li> <li>• Clerical or related experience is desirable.</li> <li>• Proficient with the use of web based GIS applications, and Microsoft Office suite applications (Word, Excel, and Outlook).</li> </ul> <p><b><u>Licenses/Certifications:</u></b></p> <ul style="list-style-type: none"> <li>• Valid Class "C" Motor Vehicle Operator's License.</li> <li>• A Designated Representative License from the TCEQ is not required, but preferred.</li> </ul>
<b>Benefits:</b>	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.