



Office of the Gonzales County Fire Marshal And Emergency Management

1811 Water Street
Gonzales, TX 78629
Office: (830) 672-6209
Fax: (830) 672-3563

Jimmy Harless, CFM, DR
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Administration Assistant job description

- Reports directly to Emergency Management Coordinator/ Fire Marshal.
- Answer all incoming phone calls and walk-ins.
- Responsible for all monetary deposits
- Send reports to State for septic permits
- Updates and maintains all maintenance septic submittals
- Maintains all annual renewals for software
- Handles all AP bills for office and Auditor
- Maintains all licenses for EMC/ Fire Marshal
- Responsible for planning documents for TDEM
- Responsible for Emergency response annexes
- May be called in to work, after hours and weekends, for local emergencies
- Helps with annual office budget
- All other duties assigned by Emergency Management Coordinator/ Fire Marshal

Must be able to pass a criminal background check and drug and alcohol screen.

Return applications to the Code Enforcement Office, 1811 Water Street, Gonzales, Texas 78629 between the hours of 8-4:30 Monday thru Friday.

Gonzales County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicap status in employment or the provision of services and is an Equal Opportunity Employment.