



James  
DeOtte  
Engineering  
Inc.

Civil Engineering  
Land Surveying  
Construction Management  
Hydrologic and Hydraulic Modeling

## JOB POSTING

### For Office/Administrative Assistant

Company: James DeOtte Engineering, Inc.  
Position: Office/Administrative Assistant  
Pay: \$10-12/Hr, varies with ability  
Schedule: part time (~20hrs/wk)  
Contact Info: James DeOtte Engineering, Inc.  
2201 Dottie Lynn Parkway Suite 119  
Fort Worth, TX 76120  
817-446-6877  
[jamesdeotte@deotte-eng.com](mailto:jamesdeotte@deotte-eng.com) (submit resumes/inquiries here please)

#### About the Position:

A growing civil engineering and land surveying firm, located in Fort Worth, Texas, is seeking a flexible office assistant. Duties include filing, research, billing, marketing related tasks, compiling reports, and answering the phone while on duty. Engineering knowledge is not required or expected. Individual tasks are on an as needed basis and will be fluid. Strong organizational skills are desired, as well as general computer skills including word processing. Basic math skills are expected. The ability to create and/or edit marketing materials, both visual and text, is a plus. The work schedule is flexible and can accommodate other commitments.

Benefits are not included with this offer.

Requirements: ability to integrate with current staff, file plans and papers, work quickly, prepare basic invoices, and learn and adapt to other duties as needed

#### About Us:

**James DeOtte Engineering, Inc.** is a full service civil engineering, land surveying, planning, and construction services firm. Jim DeOtte, the principal, has over 30 years of experience in the Fort Worth/Dallas metroplex and surrounding areas. The firm stresses client satisfaction, responsiveness, and utilization of effective and efficient technology.

James DeOtte Engineering's consulting team consists of Senior Engineering personnel, certified floodplain managers, registered land surveyors, and technical specialists. Our Engineers and technicians utilize state-of-the-art software including AutoCAD Civil 3D 2015, HEC-HMS, HEC-RAS, and ARC-GIS. Our staff has been through extensive professional training in Civil 3D, HEC-RAS steady and unsteady state modeling, and HEC-HMS modeling including dam break analysis.

