



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Assistant I	Opening Date: May 17th, 2023	Application Deadline: Open Until Filled	Job #: 220401
Department: Engineering and Development Services	Starting Salary: \$18.75 – \$19.96 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: The Administrative Assistant I primary responsibilities include: Greet customers, receive and process permit applications, answer questions, process telephone calls and email, maintain appearance and order of reception area, distributing information, My Government Online (MGO) permit processing, document retrieval, record maintenance, processing payments, and general administrative duties. Secondary duties include Support services and back up to administrative staff.

General Knowledge, Skills, and Abilities: Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader; and My Government Online (MGO). Must demonstrate ability to learn other software packages and have accurate, efficient keyboarding skills. Standard office equipment, including printers, plotters, and multifunction copier/scanner/fax machine. Proper English usage, spelling, grammar and punctuation. Rules and regulations related to addressing, development, land division, floodplain, driveway, endangered species, environmental, on-site sewage facilities and retail food. Learn and apply the principles and techniques of GIS software, tools and functionality including ESRI ArcGIS Desktop, Become familiar with rules and regulations related to addressing, development, land division, floodplain, driveway, endangered species, environmental, on-site sewage facilities and retail food.

Minimum Qualifications: High School diploma or equivalent. Two year Associates Degree preferred. Bilingual in English/Spanish. Two (2) years' experience in customer service preferred. Data entry, GIS, cartography or related experience desired. Must be Bi-Lingual (English and Spanish)

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed/submitted at: [Bastrop County Job Applications](#) A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <https://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Development Services Administrative Assistant I

Department: Engineering and Development Services **FSLA Status:** Non-Exempt

Reports To: Assistant County Engineer

SUMMARY:

The Administrative Assistant I primary responsibilities include: Greet customers, receive and process permit applications, answer questions, process telephone calls and email, maintain appearance and order of reception area, distributing information, My Government Online (MGO) permit processing, document retrieval, record maintenance, processing payments, and general administrative duties. Secondary duties include Support services and back up to administrative staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Assitant County Engineer and Lead Administrative Assistant II.

Receives guidance, instructions, and directions from Development Services staff. Exercises no supervision.

DUTIES AND RESPONSIBILITIES include the following:

1. Presents a professional image as a representative of Bastrop County and Development Services and provide exceptional customer service to internal departments, external customers and the public.
2. Greet visitors, handles telephone phone calls and emails.
3. Performs general administrate duties and assists administrative staff with workflow.
4. Provides general information, including application process, related to Development Services activities such as land division, environmental concerns, address assignments, development, floodplain, county right-of-way, endangered species, on-site sewage facilities, and retail food.
5. Processes and codes vendor invoices and fuel receipts.
6. Processes and manages permit applications through the My Government Online (MGO) system.
7. Directs customers to the proper department or staff member.
8. Accurate data entry and retrieval

OTHER FUNCTIONS:

Must be Bi-Lingual (English and Spanish)

Performs other job related duties as directed by supervisor(s).

Regular attendance is considered an Essential Function of this job.

NOTE: The essential functions describe the general nature and level of work being performed by employees

holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS:

Knowledge of:

Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader; and My Government Online (MGO). Must demonstrate ability to learn other software packages and have accurate, efficient keyboarding skills.

Standard office equipment, including printers, plotters, and multifunction copier/scanner/fax machine.

Proper English usage, spelling, grammar and punctuation.

Rules and regulations related to addressing, development, land division, floodplain, driveway, endangered species, environmental, on-site sewage facilities and retail food.

Standard office policies and procedures.

Ability to:

Conduct business with the public in a professional, courteous manner;

Bilingual communication (English/Spanish);

Establish and maintain effective working relationships with internal and external stakeholders contacted in the course of the job;

Demonstrate personal communication skills including effective telephone skills and public speaking;

Record, and disseminate accurate information from telephone conversations and personal contact;

Communicate clearly and concisely, both verbally and in writing;

Complete routine business correspondence;

Understand and follow verbal and written instructions;

Perform multiple tasks simultaneously in a timely manner;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;

Work as part of a team;

Operate equipment and software required to perform essential job functions;

Work in a safety-conscious environment and to follow and promote good safety practices;

Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times;

Respond quickly and effectively to changing circumstances;

Process and code vendor invoices and fuel receipts;

Process and manage permit applications through the My Government Online (MGO) system;

Learn and apply the principles and techniques of GIS software, tools and functionality including ESRI ArcGIS Desktop;

Become familiar with rules and regulations related to addressing, development, land division, floodplain, driveway, endangered species, environmental, on-site sewage facilities and retail food;

Understand and follow Bastrop County policies and procedures;

Provide attention to detail; and

Quickly develop new skills.

Physical Demands:

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; and

Visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting local, state and federal laws and regulations;

Effective interaction and communication with others;

Preparing clear and concise reports;

Learning and developing skills consistent with essential job functions; and

Make sound decisions in a manner consistent with essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Experience:

Bilingual in English/Spanish.

Two (2) years' experience in customer service preferred.

Data entry, GIS, cartography or related experience desired.

Education:

High School diploma or equivalent.

Two year Associates Degree preferred.

Licensing:

none

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.