



Bastrop County Job Posting

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

An Equal Opportunity Employer

Title: Commissioner's Administrative Assistant Full Time	Opening Date: January 10, 2020	Application Deadline: January 27, 2020	Job #: 20101
Department: Precinct Four	Starting Salary: \$20/hour+ Depending on qualifications	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Bastrop County Commissioners, this position performs general administrative and clerical duties on behalf of the Commissioner's Office and Precinct Barns. Work includes placing, answering and transferring phone calls; relaying messages to the appropriate Commissioner and/or Precinct Foreman; providing general information to the public in a courteous and professional manner; scheduling appointments and meetings; preparation and submission of Precinct Worker's timesheets; composing various correspondences; completing special projects as assigned, and providing support to the Commissioners and Precinct Foremen as needed. Will perform other job related duties as assigned.

General Knowledge, Skills, and Abilities: Performs routine office procedures such as answering telephone, transfers calls; receives visitors and provides general information and directions to the public and other County personnel in a courteous and professional manner; maintains appointment schedules and calendars as they pertain to the operations of the County Commissioner's; composes various correspondence and memos as requested by the County Commissioner; creates, organizes and maintains extensive files; proper English usage, spelling, grammar and punctuation. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.

Minimum Qualifications: Any combination of experience and training that would likely provide the required knowledge, skills and abilities. Must possess a high school diploma or equivalent. Two (2) years previous experience performing general clerical work in an office setting is preferred as well as experience in governmental administration. Valid Texas Driver's License required.
Bi-lingual English/Spanish (preferred).

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 online at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. 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.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. 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: <http://www.co.bastrop.tx.us/page/co.jobs>.



BASTROP COUNTY, TEXAS Job Description

Job Title: Commissioner's Administrative Assistant

Department: Bastrop County Commissioner's Office

FLSA Status: Non-Exempt

Reports To: Bastrop County Commissioners

SUMMARY: Under the direct supervision of the Bastrop County Commissioners, this position performs general administrative and clerical duties on behalf of the Commissioner's Office and Precinct Barns. Work includes placing, answering and transferring phone calls; relaying messages to the appropriate Commissioner and/or Precinct Foreman; providing general information to the public in a courteous and professional manner; scheduling appointments and meetings; preparation and submission of Precinct Worker's timesheets; composing various correspondences; completing special projects as assigned, and providing support to the Commissioners and Precinct Foremen as needed. Will perform other job related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Commissioners or other supervisory staff as directed;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Places, answers and transfers calls; receives visitors and provides general information and directions to the public and other County personnel in a courteous and professional manner; disseminates accurate information from telephone conversations and personal contact, and relays the information to Commissioners, Precinct Foremen, and other County staff accurately and in a timely manner; ensures the confidentiality and security of all information pertaining to the operations of the County Commissioners Offices;
2. Maintains appointment schedules and calendars as they pertain to the operations of the County Commissioners Offices; ensures appointment schedules do not create conflict which may affect the functional operations of the office;
3. Composes various correspondence and memos as requested by the County Commissioners; assists with the preparation of the Commissioners Court agenda;
4. Creates, organizes and maintains extensive files and records including contract files, internal Commissioners Court files and related office files; researches, compiles and analyzes data for special projects as required;

5. Responsible for ordering and stocking office supplies; expedites incoming and outgoing faxes; disburses mail to the individual Commissioners;
6. Travels to the Precinct Barns to deliver and/or pick up documents or handle other Precinct business as instructed by Commissioners;
7. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding operations of County Commissioner's Office;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all County Commissioner's Office information and systems;
10. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Regular attendance and punctuality is an essential job requirement. Performs other job related duties as directed by supervisor(s).

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 is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Professional Customer Service skills;
Applicable laws as related to the functions of the County Commissioner's Office;
Personal Computer skills and software, including Microsoft Office;
Proper English usage, spelling, grammar and punctuation;
Telephone techniques and etiquette;
Principles and procedures of office organization and record keeping;
Basic arithmetic;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Obtain, record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;

Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality and security of information encountered in work activities at all times;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have 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 weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

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

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Requires two (2) years previous experience performing administrative office duties, including timesheet processing and working with the general public;
Experience in governmental administration is preferred;
General knowledge of real estate law and terminology is preferred;
Bi-lingual in Spanish is preferred.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

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

***** This position is subject to random and/or 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.