



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Assistant, Special Operations Division	Opening Date: September 2, 2020	Application Deadline: September 16, 2020	Job Posting #: 20136
Department: Sheriff's Office	Starting Salary: \$19.23 to \$20.19 /hr	Location: Bastrop, Texas	Travel: N/A

INTERNAL POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Special Operations Division Captain, this position supports the Special Operations Division of the Bastrop County Sheriff's Office. Work involves advanced clerical and data entry work, and answering and placing phone calls. Work also involves compiling and tabulating data from various sources, assuring accuracy in reports, and assisting with preparing for training classes. Duties include liaison with Texas Commission on Law Enforcement (TCOLE) and various other training entities, reporting training hours to TCOLE, and interfacing with Human Resources relating to employee training matters, and guidelines.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Must possess knowledge of advanced administrative, secretarial, and clerical assistance, maintain Internal Affairs and Fleet Operations files, indexes, and inventories. Responsible for logging all Requests for training, reviews for Command Approval, handles registration and scheduling as required, and forwards to Finance for payment. Enters employee training information into the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS), assists in maintaining the "in agency" training schedule and calendar. Prepares and submits all TCOLE reports and requests as directed, relating to: C-1, requests for a personal identification number (PID), L-1 Agency Law Enforcement commission reports, L-2 Medical and physical evaluations, L-3 Psychological evaluations, L-5 Separation reports, and E-1 Criminal offense reports. Serves as recording secretary for the Training Advisory Board.

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.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. **(SHERIFF'S OFFICE APPLICATION REQUIRED FOR THIS POSTING. Please reference the job posting number and the title next to the position desired. Please note that employees currently employed with the Bastrop County Sheriff's Office only need to complete a Bastrop County Job Application.)** An application must be completed online at <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. 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.

BASTROP COUNTY, TEXAS
Job Description

Job Title: Administrative Assistant, Special Operations Division

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: Special Operations Division Captain

Summary: Under the direct supervision of the Special Operations Division Captain, this position supports the Special Operations Division of the Bastrop County Sheriff's Office. Work involves advanced clerical and data entry work, and answering and placing phone calls. Work also involves compiling and tabulating data from various sources, assuring accuracy in reports, and assisting with preparing for training classes. Duties include liaison with Texas Commission on Law Enforcement (TCOLE) and various other training entities, reporting training hours to TCOLE, and interfacing with Human Resources relating to employee training matters. Supervised by the Special Operations Division Captain, with additional direction and guidance from the Sheriff. Follows direction from the SOD Sergeant in training related matters. Exercises no direct supervision,

Supervision Received and Exercised.

Essential Duties and Responsibilities:

1. Provides advanced administrative, secretarial, and clerical assistance to the Special Operations Division Captain, maintains Internal Affairs and Fleet Operations files, indexes, and inventories.
2. Answers calls for the agency when necessary and assists employees and the public with questions related to training schedules, records, forms, and procedures. Prepares training program flyers and invitations to training programs. Assists with applicant testing, recruiting, and other associated activities as necessary.
3. Assists in developing and executing training curriculum in the on line training management system (Relias & OSS) and makes adjustments and additions as necessary. Adds and removes users in the system as appropriate.
4. Logs all Requests for training, reviews for Command Approval, handles registration and scheduling as required, and forwards to Finance for payment. Enters employee training information into the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS), assists in maintaining the "in agency" training schedule and calendar.
5. Handles the dissemination and collection of training rosters and registration documents for classes held in house.
6. Prepares and submits all TCOLE reports and requests as directed, relating to: C-1, requests for a personal identification number (PID), L-1 Agency Law Enforcement

commission reports, L-2 Medical and physical evaluations, L-3 Psychological evaluations, L-5 Separation reports, and E-1 Criminal offense reports. Serves as recording secretary for the Training Advisory Board.

7. Operates the in-house photo identification equipment and issues all photo identification cards for Agency employees.
8. Represents the Sheriff's Office at Public Safety Programs, Job Fairs, and other recruiting programs as assigned.
9. Maintains confidentiality and security of all agency information and systems.

OTHER FUNCTIONS: 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: 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:

Applicable laws as related to the operation of the agency;
Personal Computer skills and software, including Microsoft Office;
Good working knowledge of Microsoft Excel Spread Sheets;
Professional Customer Service skills;
Basic math skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County Sheriff's Office policies and procedures;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;
Understand; and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret

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 a level of fitness that permits him/her 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 50 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling;
- Regular exposure to factors causing moderate physical discomfort from such things as dust, fumes, odors, or outdoor exposure.

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

- Handling stressful situations;
- Interpreting federal and state 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:

Experience:

Two (2) or more years' experience in an advanced clerical position.

Education:

High School diploma or GED.

Licensing:

Applicant must have a valid Texas driver's license.

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 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.