



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Assistant – Part Time	Opening Date: September 28th	Application Deadline: Open Until Filled	Job #: 20138
Department: Veteran Services	Starting Salary: \$17.00-\$19.23/hr	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the supervision of the Bastrop County Veteran Services Officer, this position performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Keeps track of all documents related to individual contacted through the Veterans Service office. Transfers data from paper formats into computer files or database systems. Performs related work as required.

General Knowledge, Skills, & Abilities: 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.

Minimum Qualifications: Two years working with the public through the telephone or direct contact; Two years of data entry; and Working knowledge of computers. Two (2) years job related experience and (2) years military service with any branch of the Armed Services with an Honorable discharge or be a widowed Gold Star Mother or un-remarried widow of a serviceman or veteran whose death resulted from service; Previous experience with Veterans benefits is 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 downloaded at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. 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: <http://www.co.bastrop.tx.us/site/jobs>.

BASTROP COUNTY, TEXAS
Job Description

Job Title: Administrative Assistant – Veteran Services

Department: Veteran Services

FSLA Status: Exempt

Reports To: Veteran Services Officer

SUMMARY: This position is the primary administrative assistant to the Bastrop County Veteran Services office, employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Keeps track of all documents related to individual contacted through the Veterans Service office. Transfers data from paper formats into computer files or database systems. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Works under general supervision from the Veteran Services Officer.

Exercises no supervision

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Answers the phone, assist callers with questions regarding veteran's benefits, services and helps veteran and family members understand eligibility requirements and general referrals.
2. Takes messages and distributes to Veteran Services Office, insuring confidentiality when required.
3. Greets clients and conducts telephone or in-person screening for program eligibility, provides program information, and may assist with application completion, if needed.
4. Retrieves, sorts, and distributes incoming mail and prepares outgoing mail.
5. Reviews applications received for completion and submits to Veteran Services Office for processing. Maintains forms needed for processing applications.
6. Maintains resource information for distribution on referrals.
7. Prepares, edits and distributes correspondence, reports, forms, flyers, newsletters, certificates and various documents using Microsoft Office software, MS Office Outlook email, Google and social media such as Facebook, Twitter, etc.
8. Maintains files and records.
9. Utilizes software for data entry on registration of client applications. All software training is done in-house.
10. May be required to attend local meetings relating to social service programs in the county.
11. Provides exceptional customer service to County employees and the public;

12. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
13. Maintains confidentiality and security of all Veteran Services Office information and systems;
14. Performs related work or duties as assigned by supervisor.

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. These 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 Veteran Services Programs;
Policies, procedures and terminology, associated with the business of Veteran Services Programs, including data entry and retrieval using computer software programs;
Telephone techniques and etiquette;
Principles and procedures of record keeping;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Maintain confidentiality of client information encountered in work activities at all times;
Ability to work independently in the absence of supervision;
Type or word process at a speed necessary for successful job performance;
Perform responsible work involving the use of independent judgment and personal initiative;
Understand the organization and operation of the county and Veteran agencies as necessary to assume assigned responsibilities;
Maintain department files and records;
Prioritize work to be done and work under pressure and with deadlines;
Handle exposure to potentially hostile individuals
Understand and carry out oral and written directions;
Respond to requests and inquiries from the general public;

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, &/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:

Two years working with the public through the telephone or direct contact;

Two years of data entry; and

Working knowledge of computers.

Two (2) years job related experience and (2) years military service with any branch of the Armed Services with an Honorable discharge or be a widowed Gold Star Mother or un-remarried widow of a serviceman or veteran whose death resulted from service;

Previous experience with Veterans benefits is preferred.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license;

***** 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.