



## Bastrop County Job Posting

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

*An Equal Opportunity Employer*

<b>Title:</b> <b>Administrative Assistant/Inventory Specialist</b>	<b>Opening Date:</b> <b>October 9, 2020</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job Posting #:</b> <b>20142</b>
<b>Department:</b> <b>Purchasing</b>	<b>Starting Salary:</b> <b>\$17.23-\$19.23</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

### **INTERNAL/EXTERNAL POSTING**

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the Bastrop County Purchasing Agent and Purchasing Agent Assistant, this position performs various administrative tasks related to the functions of the Bastrop County Purchasing Department. Work involves tagging all fixed assets ordered or owned by the County, maintaining Bastrop County inventory lists for all County owned assets, processing request for asset transfers or disposition, conducting asset audits and maintaining and processing all automobile/property insurance claims or request. This position is also responsible for tracking and maintaining a list of county drivers, assisting with bids, and performing receptionist and general office duties. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the Purchasing department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** General principles and practices of general administrative and financial management. General principles and practices of inventory control measures. Must have strong communication and computer skills. Must have working knowledge of standard office equipment, including the ability to answer and direct telephone calls using a multi-line phone system. Must be able to complete routine business correspondence; perform multiple tasks simultaneously in a timely manner.

**MINIMUM QUALIFICATIONS:** Three years' experience in accounting and/or administrative management or an equivalent combination of education, training and experience. High school diploma or equivalent. Valid Texas driver's license.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

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](mailto: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/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Purchasing Administrative Assistant*

**Department:** Purchasing

**FLSA Status:** Non-Exempt

**Reports To:** Purchasing Agent

**SUMMARY:** Under the direct supervision of the Bastrop County Purchasing Agent and Purchasing Agent Assistant, this position performs various administrative tasks related to the functions of the Bastrop County Purchasing Department. Work involves tagging all fixed assets ordered or owned by the County, maintaining Bastrop County inventory lists for all County owned assets, processing request for asset transfers or disposition, conducting asset audits and maintaining and processing all automobile/property insurance claims or request. This position is also responsible for tracking and maintaining a list of county drivers, assisting with bids, and performing receptionist and general office duties. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the Purchasing department at all times.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Bastrop County Purchasing Agent and Assistant Purchasing Agent;

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 staff accurately and in a timely manner; ensures the confidentiality and security of all information pertaining to the operations of the Purchasing Department
2. Receives and delivers all packages, to include FedEx, UPS and USPS, within the Bastrop County Courthouse Complex; orders and stocks office supplies; sorts and distributes departmental mail; performs various Word and Excel processing support; maintains small office equipment as necessary.
3. Obtains and records fixed asset tag information on all new and existing Bastrop County assets according to Bastrop County Purchasing Operating Procedures. Responsible for all asset transfers between County departments, processing of assets for final disposal and for posting and maintaining all required information for external auctions. Accomplishes annual County wide inventory audit.
4. Maintains and processes all Automobile and Property Insurance claims for Bastrop County; to include county employees, vehicles, incidents/accidents and lawsuits.
5. Maintains current vendor files, communicates with vendors and schedules and conducts meetings with vendors when necessary; prepares various correspondence and reports in response to requests from vendors.

6. Assists with outgoing requests for bids/qualifications including, assembly and mail out of bid packages, and assists with compiling data into the bid spreadsheets; maintains communication with bidders as necessary.
7. Maintains extensive files and records including contract files and related office files; researches, compiles and analyzes data for special projects as required.
8. Manages and participates in the development, documentation and implementation of goals, objectives, policies, procedures and priorities for assigned programs as directed by the Purchasing Agent.
9. Provides accurate information, reports, and assistance as required to elected and appointed officials, Department Heads, employees, and the public regarding operations of the Purchasing Department.
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
11. Maintains confidentiality and security of all County Purchasing Office information and systems.
12. 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. 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:**

General principles and practices of administrative and financial management;  
General principles and practices of inventory control measures;  
Computer skills and software, including Microsoft Office;  
Proper English usage, spelling, grammar and punctuation;  
Professional Customer Service skills;  
Applicable laws as related to the functions of the County Purchasing Office;  
General accounting fundamentals;  
Record keeping;  
Data entry and retrieval;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

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;

Prepare clear and concise administrative and financial reports;  
Record and disseminate accurate information from telephone conversations and personal contact;  
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Interpret and apply federal, state, and local policies, laws and regulations;  
Interpret, explain and comply with department policies and procedures;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Conduct business with the public in a professional, courteous manner;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality 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 40 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 state and federal laws and regulations;  
Effective interaction and communication with others;  
Preparing 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:**

Three (3) years' experience in accounting and/or administrative management; Or an equivalent combination of education, training and experience.

One (1) to three (3) years' of inventory management; Or an equivalent combination of education, training and experience.

#### **Education:**

High School diploma or its equivalent.

**Licensing:**

Possession of a valid Texas driver's license.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; grammatical skills test; 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.*