



Bastrop County Job Posting

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

An Equal Opportunity Employer

Title: Development Services Administrative Assistant I	Opening Date: December 28, 2020	Application Deadline: Open Until Filled	Job #: 20155
Department: Environmental and Sanitation Services	Starting Salary: \$15.00 – 16.25 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position performs various entry level administrative tasks, with a high level of customer service responsibilities. The primary responsibilities include greeting visitors; handling telephone calls and emails; maintaining the appearance and order of the reception area; distributing information; retrieving documents; maintaining records; processing payments; issuing receipts; reconciling receipts; and general administrative duties for multiple Development Services departments. Work also involves support services and back up to administrative staff. Bilingual English/Spanish is a must.

General Knowledge, Skills, and Abilities: Must possess the knowledge, skills and abilities necessary to perform the operations, services and activities associated with the principles and practices of administrative duties, including superior customer service skills, records-retention, and generally accepted office procedures and/or practices. Must be able to operate standard office equipment including personal computer, scanner, calculator, copier, shredder and facsimile machines. Must have a working knowledge of software including Microsoft Office Suite (Word, Excel, Access and Outlook) and Adobe Acrobat; must show ability to learn other software packages; and have accurate, efficient keyboarding skills. Must possess the ability to learn the rules and regulations related to addressing, development, right-of-way, habitat conservation, environmental, on-site sewage facilities, retail food and land division. Must be skilled in the proper use of English grammar, punctuation, and spelling to communicate clearly and concisely both verbally and in writing; complete routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information from telephone conversations and personal contact; and maintain the confidentiality of information encountered in work activities at all times. Must be bilingual English/Spanish.

Minimum Qualifications: One (1) year experience in customer service; one (1) year experience in secretarial, office/clerical, or related field; bilingual English/Spanish required; must possess a high school diploma or equivalent; and maintain a valid driver's license.

Preferred Qualifications: Experience related to GIS; and experience related to data entry.

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>. Applications can be completed online at <http://www.co.bastrop.tx.us/page/co.jobs>. 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: Development Services Administrative Assistant I (Front Desk)

Department: Engineering

FSLA Status: Non-Exempt

Reports To: County Engineer

SUMMARY:

The Administrative Assistant I primary responsibilities include: Greet visitors, process telephone calls and email, maintain appearance and order of reception area, distribute information, document retrieval, record maintenance, process payments, and general administrative duties for multiple Development Services departments. Secondary duties include: support services and back up to administrative staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from County Engineer

Receives supervision from other Development Services Department Heads in the Supervisor's absence.

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

ESSENTIAL

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Present a professional image as a representative of Bastrop County and the GIS & Addressing department and provide exceptional customer service to internal departments, external associates, and the public.
2. Greet visitors, process telephone phone calls and emails.
3. Performs general administrative duties and assists administrative staff with overflow work.
4. Provide 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. Direct customers to the proper department or staff member.
6. Accurate data entry and retrieve data.
7. 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 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 (Word, Excel, Access and Outlook) and Adobe Acrobat; including accurate and efficient keyboarding skills.

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

Proper English usage, spelling, grammar and punctuation.

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

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 those 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.

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

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

Understand and follow Bastrop County policies and procedures.

Provide attention to detail.

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 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 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.

One (1) year experience in customer service preferred.

Data entry, GIS, cartography or related experience desired.

Education:

High School diploma or equivalent.

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 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.