



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  Administrative Assistant	<b>Opening Date:</b>  June 22, 2022	<b>Application Deadline:</b>  Open Until Filled	<b>Job #:</b>  220323
<b>Department:</b>  Department of Public Safety	<b>Starting Salary:</b>  \$42,379/year	<b>Location:</b>  Bastrop, Texas	<b>Travel:</b>  N/A

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** Under the direct supervision of the Office Manager, this position performs administrative, clerical and technical support for the Department of Public Safety. Work involves preparing, editing, filing and distributing various incident and case reports and correspondence; distributing citations to judges offices; maintaining records and data in database systems; monitoring case dispositions; receiving, receipting, reconciling and depositing monies received for various sale transactions; and scheduling meetings. Will also be responsible for placing, answering and transferring calls, greeting visitors, retrieving requested information, and providing customer service to the public, law enforcement officers and agencies, and various other departments and agencies in a courteous and professional manner. Provides effective working relations with County Officials, Department Heads, staff, co-workers and the general public. Maintains confidentiality of the department at all times.

**Knowledge, Skills and Abilities:** Principles and practices of general office administration and management; personal Computer skills and software, including Microsoft Office; professional Customer Service skills; Applicable laws as they pertain to the primary functions of the department; Proper English usage, spelling, grammar and punctuation; Standard office policies, procedures, and equipment; Bastrop County policies and procedures; Department of Public Safety policies and procedures.

**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.

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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 completed at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> 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. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS Job Description**

*Job Title: Administrative Assistant*

**Department:** Department of Public Safety

**FLSA Status:** Non Exempt

**Reports To:** Office Manger

**SUMMARY:** Under the direct supervision of the Office Manager, this position performs administrative, clerical and technical support for the Department of Public Safety. Work involves preparing, editing, filing and distributing various incident and case reports and correspondence; distributing citations to judges offices; maintaining records and data in database systems; monitoring case dispositions; receiving, receipting, reconciling and depositing monies received for various sale transactions; and scheduling meetings. Will also be responsible for placing, answering and transferring calls, greeting visitors, retrieving requested information, and providing customer service to the public, law enforcement officers and agencies, and various other departments and agencies in a courteous and professional manner. Provides effective working relations with County Officials, Department Heads, staff, co-workers and the general public. Maintains confidentiality of the department at all times.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Office Manager;

Exercises no supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Prepares, researches, edits, files and distributes various Highway Patrol reports, documents and records such as traffic case reports, criminal case reports, crash reports, statistical reports, memorandums, correspondence, statements, complaints, affidavits, open records requests and subpoenas; Maintains confidentiality and security of all Department of Public Safety Highway Patrol information and systems;
2. Provides judge's offices with all citations; monitors case dispositions; notifies appropriate agencies and individuals of court dates and times; maintains record retention files and enters all applicable information into data base systems;
3. Provides exceptional customer service to Law Enforcement agencies and officers, District Attorney's, County employees, Department Heads, and the general public, both in person and by phone; this includes placing, answering and transferring calls, greeting visitors, and providing and assisting with the retrieval of requested information in a courteous and professional manner;

4. Receives, receipts, reconciles and deposits monies received for various sale transactions such as crash reports and open record request; schedules meetings as requested;
5. Ensures that the rules of the Texas Penal Code governing case processing and filing requirements are followed;
6. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;

**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:**

Principles and practices of general office administration and management;  
Personal Computer skills and software, including Microsoft Office (Excel, Word and Powerpoint);  
Professional Customer Service skills;  
Applicable laws as they pertain to the primary functions of the department;  
Basic accounting fundamentals;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures  
Department of Public Safety policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Analyze, process, record, and file legal and public documents;  
Record and disseminate accurate information from telephone conversations, meetings, and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
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 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, &/or kneeling.

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;

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:**

One (1) to three (3) years previous administrative experience or experience performing general clerical work in an office setting.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver license;

No Class B or above convictions.

**SELECTION GUIDELINES:**

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

*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.*