

Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120
An Equal Opportunity Employer

Title: Executive Assistant/Social Media Director	Opening Date: September 19, 2023	Application Deadline: October 3, 2023	Job #: 230907
Department: Sheriff's Office	Starting Salary: \$23.56 - \$24.51	Location: Bastrop, Texas	Travel: Minimal

INTERNAL / EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Sheriff, this position performs a variety of complex work and administrative duties, including management of complex and varied information requiring knowledge of specialized subject matter; coordinating office schedules, workloads, or procedures, data entry and retrieval of technical and complex statistical data; maintaining the confidentiality of Sheriff's Office operations. A vast knowledge of how the social media program functions; specific knowledge and skilled in computer programs such as power point excel and word. **Spanish speaking preferred.**

General Knowledge, Skills, & Abilities:

Applicable laws as related to the operation of the agency; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills; Methods and best practices regarding supervision of staff; Proper English usage, spelling, grammar and punctuation; Standard office policies, procedures, and equipment; All commonly used social media platforms; Bastrop County policies and procedures; Bastrop County Sheriff's Office Policies and Procedures. All social media platforms that are commonly used.

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. **Spanish speaking 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:

http://www.bastropcountytexas.gov/users/0001/forms_apps/Bastrop_County_and_Sheriffs_Office_Application.pdf. 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.



BASTROP COUNTY, TEXAS Job Description

Job Title: Sheriff's Executive Assistant/Social Media Director

Department: Sheriff's Office

FLSA Status: Exempt

Reports To: Sheriff

SUMMARY: Under the direct supervision of the Sheriff, this position performs a variety of complex work and administrative duties, including management of complex and varied information requiring knowledge of specialized subject matter; coordinating office schedules, workloads, or procedures, data entry and retrieval of technical and complex statistical data; maintaining the confidentiality of Sheriff's Office operations. A vast knowledge of how the social media program functions; specific knowledge and skilled in computer programs such as power point excel and word. **Spanish speaking preferred.**

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Sheriff and Chief Deputy.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Administrative Assistant for the Sheriff
 - a. Proofs and Prepares correspondence for the Sheriff;
 - b. Maintains and schedules meetings for the Sheriff as directed.
 - c. Maintains confidentiality presence in all duties relating to the activities of the Sheriff's Office.
 - d. Create multiple forms and documents for office purposes as directed.
 - e. Coordinate office functions, such as, promotional ceremonies, retirement ceremonies and award functions as directed by the Sheriff.
 - f. Primary purpose requires the oversight of the social media platform for the Sheriff's Office;
 - g. Performs related work or duties as assigned by the Sheriff.
2. Provides exceptional customer service to County employees & the public, both in person and by phone.
3. Works as part of a team and maintains a cooperative, helpful attitude towards fellow co-workers, supervisors, and the general public.
4. Maintains confidentiality and security of all informational systems.

OTHER FUNCTIONS: Performs other job-related duties as directed by the Sheriff. **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. **Expected to work 8-5 with a 1 hour lunch.**

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;
Professional Customer Service skills;
Methods and best practices regarding supervision of staff;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
All commonly used social media platforms;
Bastrop County policies and procedures;
Bastrop County Sheriff's Office Policies and Procedures.
All social media platforms that are commonly used.

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, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional and courteous manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
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;
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, and/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

Five (5) years Administrative Assistant Experience; Experience with public and/or media relation, proficiency in database management. Comprehensive work background may serve as a requirement.
Spanish preferred.

Education:

High school diploma or equivalent.

Preferred Education

Bachelor's degree in Business Administrations, Criminal Justice, or related field

Licensing:

Possession of 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.