



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: HR Administrative Assistant	Opening Date: March, 31st, 2025	Application Deadline: April 15, 2025	Job #: 250306
Department: Human Resources	Starting Salary: \$20.48 - \$22.48/hr	Location: Bastrop, TX	Travel: Minimal

INTERNAL JOB POSTING

Brief Job Description: This position assists with recruitment, maintaining employee records, and providing administrative support to all employees. Work involves processing personnel actions including, but not limited to: answering department phones, maintaining County phone directory and organization chart, ordering supplies, maintaining personnel files and records, and assisting applicants and employees with various personnel related questions as well as general office duties.

Knowledge, Skills and Abilities: This position requires knowledge of general principles and practices of Human Resources processes and management, personal computer skills and software, including Microsoft Office and professional customer service skills. With the ability to perform multiple tasks simultaneously in a timely manner. Record, and disseminate accurate information from telephone conversations and personal contact as well as communicate clearly and concisely, both verbally and in writing.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, possess a valid Texas Driver's license and conduct business in a professional, courteous manner.

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. 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: Human Resources Administrative Assistant

Department: Human Resources

FSLA Status: Non-Exempt

Reports To: Human Resources Director

SUMMARY: This position assists with recruitment, maintaining employee records, and providing administrative support to all employees. Work involves processing personnel actions including, but not limited to: answering department phones, maintaining County phone directory and organization chart, ordering supplies, maintaining personnel files and records, and assisting applicants and employees with various personnel related questions as well as general office duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Human Resources Director, Deputy Director and Team Lead.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Primary person responsible for performing receptionist and general office duties including answering HR Department main line and greeting employees/visitors;
2. Provides exceptional customer service to County employees & the public, both in person and by phone; Translating when needed;
3. Disperse applications to appropriate Department Heads; Maintain the HR Apply Inbox as well as the DocuSign Apply Inbox;
4. Reconciles monthly HR Department expenditures for travel, training, services, supplies, and equipment to ensure proper accounting for expenditures and funds availability;
5. Maintains Employee Database, employee Driver's License records, Work verification, County phone directory, County organization chart and retention schedule;
6. Attends Commissioners' Court to award Years of Service Certificates, Creates and distributes birthday cards to employees, Coordinates department functions, events, and calendar, sort and distribution of mail;
7. Maintains confidentiality and security of all human resources information and systems; and
8. 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: To perform this job successfully, an individual must have a valid Texas Driver License and 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 Human Resources processes and management;
- Personal Computer skills and software, including Microsoft Office;
- Professional Customer Service skills;
- Basic auditing and accounting fundamentals;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- Bastrop County policies and procedures.

Ability to:

- Perform multiple tasks simultaneously in a timely manner;
- Record, and disseminate accurate information from telephone conversations and personal contact;
- Communicate clearly and concisely, both verbally and in writing;
- Understand and follow verbal and written instructions;
- Complete routine business correspondence;
- 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 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:

Previous experience performing general clerical work in an office setting; prior experience or training related to streamlining processes, writing procedures, and customer service preferred; or an equivalent combination of education, training and experience.

Education:

Bachelor's degree preferred.

Licensing:

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.