



Bastrop County Job Posting

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

An Equal Opportunity Employer

Title: Probate Court Coordinator/ Administrative Assistant	Opening Date: September 14, 2022	Application Deadline: Until Filled	Job #: 220343
Department: Bastrop County Judge's Office	Starting Salary: \$21.52 - \$23.35	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Bastrop County Judge and the Executive Assistant, this position performs general administrative and clerical duties by providing support to the Bastrop County Judge's Office. Work involves placing, answering and transferring calls, receiving visitors and providing general information to the public in a courteous and professional manner; scheduling appointments and meetings; composing various correspondences; and providing support to the Executive Assistant as needed. This position is also responsible for managing, coordinating, and planning the docket and courtroom activities for the Bastrop County Court; manages and schedules the Court docket for probate and guardianships filed in the Bastrop County Court. Performs other job related duties as assigned.

General Knowledge, Skills, & Abilities: Must have knowledge of general office and administrative procedures; moderate to advanced Personal Computer, Microsoft Word and Excel skills; proper English usage, spelling, grammar and punctuation; good telephone etiquette; principles and procedures of office organization and record keeping; data entry and retrieval; ability to effectively interact with co-workers and the public; ability to perform multiple tasks simultaneously in a timely manner; strong communication and customer service skills. Maintains confidentiality and security of all County Judge's Office information and systems; Regular and punctual attendance is considered an Essential Function of this job.

Minimum Qualifications: One (1) to three (3) years previous experience performing administrative duties and working with the general public; Possession of a valid Texas driver's license with acceptable driving record. Must possess a high school diploma or equivalent. Experience working in the legal/judicial/criminal justice environment (preferred); Experience in legal research activities (preferred); Prior experience or training related to governmental administration (preferred); or an equivalent combination of education, training and experience; Bilingual in Spanish (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: <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: Probate Court Coordinator /Administrative Assistant

Department: Bastrop County Judge's Office

FLSA Status: Non-Exempt

Reports To: Bastrop County Judge

SUMMARY: Under the direct supervision of the Bastrop County Judge and the Executive Assistant, this position performs general administrative and clerical duties by providing support to the Bastrop County Judge's Office. Work involves placing, answering and transferring calls, receiving visitors and providing general information to the public in a courteous and professional manner; scheduling appointments and meetings; composing various correspondences; and providing support to the Executive Assistant as needed. This position is also responsible for managing, coordinating, and planning the docket and courtroom activities for the Bastrop County Court; manages and schedules the Court docket for probate and guardianships filed in the Bastrop County Court. Performs other job related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Judge or the executive assistant;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Schedules, prepares, and manages the docket for the County Court; monitors all cases assigned to the specific Court, court settings and resetting, until disposition; develops efficient procedures for managing dockets and case flow to promote judicial efficiency;
2. Assists other Court Coordinators as necessary and/or as directed by the Judge;
3. Serves as a liaison between the Judge(s) and attorneys; coordinates communication and information exchange between assigned departments and individuals;
4. Enter case information in Odyssey, search for case histories;
5. Records all County Court proceedings and preserves recordings in a safe secure place;
6. Support the County Judge during County Court sessions, including acting as bailiff of Court;
7. 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 County Judge's Office;

8. Maintains appointment schedules and calendars pertaining to the operations of the County Judges Office; ensures appointment schedules do not create conflict which may affect the functional operations of the office;
9. Composes various correspondence and memos to County personnel as requested by the County Judge; assists with the preparation of the Commissioners Court agenda;
10. Ensures that key personnel and others are available to conduct court; arranges for equipment and supplemental services as required for cases;
11. Creates, organizes and maintains extensive files and records including contract files, internal Commissioners Court files and related office files; researches, compiles and analyzes data for special projects as required;
12. Receives and receipts money for the sale of county signs, maps, books; assists with the ordering and stocking of office supplies; expedites incoming and outgoing faxes; logs postage disbursement to other departments;
13. May travel to various locations to present and/or promote various County events and functions;
14. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding operations of County Judge's Office;
15. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
16. Maintains confidentiality and security of all County Judge's Office information and systems;
17. Performs related work or duties as assigned by County Judge or executive staff.

OTHER FUNCTIONS: Regular attendance and punctuality is an essential job requirement. Performs other job related duties as directed by supervisor(s).

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:

Texas Estates Code and County Court procedures, protocol and decorum;
 Court Docket processes and scheduling;
 Odyssey, computer program for case management;
 Professional Customer Service skills;
 Applicable laws as related to the functions of the County Judge's Office;
 Modern courtroom and office practices, procedures and methods;
 Legal terminology and familiarity with probate and guardianship;
 Personal Computer skills and computer equipment software, including word processing, spreadsheets, databases, etc.;
 Proper English usage, spelling, grammar and punctuation;
 Telephone techniques and etiquette;

Principles and procedures of office organization and record keeping;
Basic arithmetic;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Obtain, record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
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, 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 and security 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in a modern office and/or courtroom setting.

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 experience performing administrative duties and working with the general public;
Experience working in the legal/judicial/criminal justice environment (preferred);
Experience in legal research activities (preferred);
Prior experience or training related to governmental administration (preferred); or an equivalent combination of education, training and experience;
Bilingual in Spanish (preferred).

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license with acceptable driving record.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and criminal 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.