



## Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Administrative Assistant Part Time (24 hr/week)</b>	<b>Opening Date:</b>  <b>July 14, 2017</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job Posting #:</b>  <b>17123</b>
<b>Department:</b>  <b>Animal Services</b>	<b>Starting Salary:</b>  <b>\$12.00-\$13.10 Hourly</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

### **INTERNAL AND EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** This position interacts with the public in person and on the telephone; assistance with lost, stray, or nuisance animals, impoundments, adoptions; works with other BCAS staff and designees to process animal adoptions, surrendered/reclaimed pets, and prepares associated forms & paperwork. Maintains impound database and coordinates entry of related data. Performs a variety of secretarial work and administrative duties including, placing, answering, and transferring calls, and providing general information.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Must have strong communication and computer skills. Must have working knowledge of standard office equipment, including the ability to answer and direct telephone calls using a multi-line phone system. Must be able to complete routine business correspondence; perform multiple tasks simultaneously in a timely manner;

**MINIMUM QUALIFICATIONS:** Must possess a high school diploma or equivalent; supplemented by experience in administrative support work or the technical program area. Experience and education may be substituted for one another. Must be able to type a minimum of forty-five (45) words per minute. Must possess a valid driver's license.

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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. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/upload/page/0062/docs/BastropCountyJobApp.pdf>  
Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. 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.

Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. 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: Animal Services Administrative Assistant*

**Department:** Animal Services

**FSLA Status:** Non-Exempt

**Reports To:** Director of Bastrop County Animal Services (BCAS)

**SUMMARY:** Under the supervision of the Animal Services Director, this position interacts with the public in person and on the telephone regarding requests for assistance with lost, stray, or nuisance animals, impoundments, adoptions, and other BCAS functions. Works with other BCAS staff and designees to process animal adoptions, surrendered/reclaimed pets, and prepares associated forms & paperwork. Maintains impound database and coordinates entry of related data. Manages office and oversees the maintenance of office machinery and equipment.

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

Receives close supervision from the Animal Services Shelter Manager; is further supervised by the Animal Services Director and Commissioner's Court.

Exercises no supervision.

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

1. Answers telephone, takes messages, routes calls; prepares accurate call slips. Maintains records regarding calls in order to track responses to/from specific addresses and persons. Dispatches BCAS Field Officers to calls, using sound judgment and discretion when necessary to prioritize multiple or overlapping requests. Maintains records of dispatched calls and assists Field Officers with preparation of reports and data entry as requested.
2. Assists clients in person or on the telephone with inquiries regarding BCAS location, hours of operation, policies and procedures regarding animal adoption, surrendering pets, reclaiming pets, and care of sheltered animals. Assists in maintaining positive public awareness by providing information regarding responsible pet ownership and humane animal treatment.
3. Responsible for the accurate collection of fees for impounding, sheltering, and adoption services; for providing receipts to donors who give monetary contributions, & for the documenting/recording of collected monies.
4. Maintains "front office" and indoor staff work and break areas; keeps publicly viewed areas clean, organized, and sanitary; performs general housekeeping duties in these areas as needed. Assists with maintaining proper inventory and restocking of supplies. Runs errands as instructed.

5. Responsible for maintaining impound database and other data entry as necessary to track calls, animals, client interaction, etc. Assists Shelter Manager with maintenance of various files, records, and statistics that include but are not limited to: animal population, adoption, euthanasia, spay and neuter, incident, and personnel data; assists in the production of reports as requested.
6. Oversees the use and maintenance of office equipment and machinery; responsible for maintaining up-to-date skills in general office technology; trains volunteers to use office equipment as appropriate.
7. Performs the duties of Animal Shelter Attendant as needed; works collaboratively with staff to maintain Shelter standards and achieve goals.
8. Subject to emergency call-in, weekend, and/or holiday duty as instructed by Shelter Manager.

**OTHER FUNCTIONS:** 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:**

General office procedures and protocol;  
 Accurate and responsible recording and depositing of funds;  
 Various office equipment and technology including but not limited to: computers, word processing and spreadsheet software, telephone systems, calculators, copiers, and fax machines;  
 BCAS policies and procedures;  
 Animal health and well-being, proper care of wild and domestic animals;  
 Various animal breeds and species;  
 Pertinent local, state, and federal laws and regulations related to the care and services of animals;  
 Basic methods and procedures of kennel cleaning and maintenance.

**Ability to:**

Conduct business with the public in a professional, courteous manner;  
 Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
 Handle animals safely and effectively, and to recognize signs of animal illness or abuse;  
 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;  
 Perform various manual tasks for extended periods of time and in unfavorable weather conditions;  
 Work a schedule which may include nights, weekends and holidays;  
 Perform general cleaning tasks using a variety of chemical and detergent products;  
 Operate equipment required to perform essential job functions;  
 Work independently in the absence of supervision;  
 Work in a safety-conscious environment and to follow & promote good safety practices;  
 Learn, understand, and apply pertinent laws, rules, and regulations;  
 Understand and follow verbal and written instructions;  
 Communicate clearly and concisely, both verbally and in writing.

### **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, 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.

Effectively handle a work environment and conditions which involve:

Working with various kinds of animals, exposure to loud noise, exposure to various weather conditions, working closely with others, working outside normal business hours and in hours of darkness; exposure to dust, dirt, fumes, animal waste, grasses, weeds, and other vegetation, and exposure to airborne particles;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time, Lifting and carrying animals and heavy materials in excess of 50 pounds, Climbing, Crawling, Squatting, Kneeling, and Running, Performing heavy manual labor, working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

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:** Minimum 1 year experience in general office / receptionist position.

Experience in animal services or shelter facility and/or experience in handling, identifying, restraining, and caring for animals is preferred.

**Education:**

High School graduation or its equivalent.

**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.*