



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

Title: Administrative Assistant Full Time	Opening Date: September 7, 2017	Closing Date: September 21, 2017	Job Posting #: 17127
Department: Sheriff's Office	Starting Salary: \$16.75/hr - \$17.75/hr	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: Under the direct supervision of the Sheriff or as assigned, this position performs a variety of secretarial work and administrative duties, including management of complex and varied information requiring knowledge of specialized computer applications; data entry and retrieval of technical and complex statistical data. Maintain the confidentiality of Sheriff's Office operations.

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, and obtain records and disseminate information and must possess the ability to schedule appointments, manage paperwork. Must have the ability to maintain the confidentiality of the department at all times.

MINIMUM QUALIFICATIONS: Must possess a high school diploma or equivalent. Must be able to type a minimum of forty-five (45) words per minute. Must possess a valid driver's license.

PREFERRED: Minimum of two (2) years of responsible clerical experience.

Bastrop County Sheriff's Office Job Application is required, and can be downloaded at:
<http://www.co.bastrop.tx.us/upload/page/0062/docs/Sheriffs%20Office%20Initial%20Application%20revised%2004042017.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. 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.

IMPORTANT NOTE TO ALL APPLICANTS: 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.

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.



Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: Sheriff

SUMMARY: Under the direct supervision of the Sheriff or as assigned, this position performs a variety of secretarial work and administrative duties, including management of complex and varied information requiring knowledge of specialized computer applications; data entry and retrieval of technical and complex statistical data; maintaining the confidentiality of Sheriff's Office operations.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Sheriff or as assigned.

May be temporarily assigned for specialized projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Receives phone calls and visitors;
2. Prepares correspondence as assigned;
3. Maintains database and files and/or memorandums;
4. Prepares memorandums and maintains files for specialized occurrences;
5. Processes requests for citizen's good-conduct letter as directed;
6. Remains familiar with the courts and justice software applications (Odyssey);
7. Creates multiple forms and documents for office purposes;
8. Coordinates office functions as directed;
9. Remains familiar with the expunction process and when directed, ensures all documents are redacted or destroyed according to the order;
10. Assists co-workers and the Information Technology (IT) Department with low-level information technology requests;
11. Remains flexible with assigned duty hours; work schedule will be based on business need which may include varying shift start and end times (i.e., 6:00 am-3:00 pm, 10:00 am-7:00 pm, etc.);
12. Provides exceptional customer service to County employees & the public, both in person and by phone;
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;

14. Maintains confidentiality and security of all Sheriff's Office information and systems;
15. PERFORMS OTHER DUTIES AS ASSIGNED BY SUPERVISOR.

OTHER FUNCTIONS:

1. 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.
2. May be temporarily assigned to perform specialized duties not listed herein.

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;
Advanced Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet;
Professional Customer Service skills;
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;
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:

Education and Experience:

Prior Administrative Assistant experience, prior public relations experience, and proficiency in database management.

Preferred Education

Bachelor's degree in Business Administration, 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.