

# County Job Posting

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

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Administrative Clerk</b>	<b>Opening Date:</b>  <b>February 2, 2018</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job Posting #:</b>  <b>18106</b>
<b>Department:</b>  <b>District Attorney</b>	<b>Starting Salary:</b> <b>\$17.20 - \$19.20</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## **INTERNAL AND EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under the supervision of the Bastrop County District Attorney's Office Manager, this position will perform general clerical duties as requested and will assist with the phones and members of the public as they seek service from our office. The work involves working closely with assistant district attorneys, defense attorneys and court personnel. The successful candidate will also be responsible for maintaining effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the Department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of principles and practices of general administration and management, personal computer skills, professional customer service skills, standard office policies, procedures and equipment. Ability to perform multiple tasks simultaneously in a timely manner, record and disseminate accurate information from telephone conversations and personal contact, understand and follow verbal and written instructions, properly interpret, understand and make decisions in accordance with laws, regulations and policies. Ability to operate equipment required to perform essential job functions, work independently in the absence of supervision, work in a safety conscious environment, handle exposure to potentially hostile individuals and maintain confidentiality of information encountered in work activities at all times.

**MINIMUM QUALIFICATIONS:** Preferred familiarity with the Odyssey computer program and the filing of criminal cases. Familiarity with the criminal justice system, its procedures and its vernacular. High School Diploma or equivalent. Valid Texas Driver's License. Fluent in Spanish preferred.

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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/page/open/3206/60/BastropCountyJobApp.pdf> Applications can be submitted online, mailed or drop off 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: Administrative Clerk*

**Department:** District Attorney's Office

**FLSA Status:** Non-Exempt

**Reports To:** Office Manager

**SUMMARY:** Under the supervision of the Bastrop County District Attorney's Office Manager, this position will perform general clerical duties as requested and will assist with the phones and members of the public as they seek service from our office. The work involves working closely with assistant district attorneys, defense attorneys and court personnel. The successful candidate will also be responsible for maintaining effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the Department at all times.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Office Manager, with further supervision from District Attorney and misdemeanor and felony prosecutors.

Exercises no supervision.

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

1. Manages misdemeanor and felony deferred prosecution cases for compliance;
2. Processes and oversees Hot Checks from receipt by merchant, thru collection and disbursement;
3. Assists the Juvenile prosecutor with any administrative and filing needs;
4. Manages all felony and bod forfeiture files;
5. Assists front desk with walk in visitors to the office and the phones;
6. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
7. Maintains confidentiality and security of all District Attorney's Office information and systems;
8. Performs related work or duties as assigned by supervisor,
9. Arrives for work on time and ready to work. Hours are from 8-12 and 1-5, with one hour for lunch. Punctuality is a must.

**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 are all duties listed necessarily performed by any one employee so classified. The office requires that a person cover and perform other job functions as they present and are necessary for the efficient operation of the office.

**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:**

Interpersonal communication skills;  
Personal Computer skills and software, including Microsoft Office and Odyssey  
Prop English usage, spelling, grammar and punctuation;  
Telephone techniques and etiquette;  
Data entry and retrieval;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures;  
The Criminal Justice system, its procedure and vernacular.

**Ability to:**

Demonstrate personal communication skills;  
Perform multiple tasks simultaneously in a timely manner;  
Obtain, record, and disseminate information accurately;  
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;  
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;  
Process work in a timely and efficient manner as received.

**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 program materials and instructions
- 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:**

Familiarity with the Odyssey computer program and the filing of criminal cases.  
Familiarity with the criminal justice system, its procedures and its vernacular.

**Education:**

High School diploma or equivalent required.

**Licensing:**

Possession of a valid Texas driver's license.

**Bilingual:**

Fluent in Spanish preferred.

**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.*