



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> Commissioner's Assistant Summer Intern	<b>Opening Date:</b> June 12, 2018	<b>Application Deadline:</b> June 26, 2018	<b>Job Posting Number:</b> 18134
<b>Department:</b> Precinct 1	<b>Starting Rate of Pay:</b> \$14.00/hour 20 hours a week	<b>Location:</b> Bastrop, Texas	<b>Travel:</b> N/A

## INTERNAL/EXTERNAL JOB POSTING

**Brief Job Description:** Under the general supervision of the Commissioner's Administrative Assistant, this position will conduct data entry and other clerical duties for the Bastrop County Road & Bridge Precincts. Work involves general office and reception functions, data entry, filing, answering phones, and providing customer service to the public and various other visitors.

**General Knowledge, Skills, and Abilities:** Understand and follow verbal and written instructions and operate equipment required to perform essential job functions. Establish and maintain effective working relationships with those contacted in the course of the job. Have the ability to work independently and in the absence of supervision, exercise good judgment. Must maintain confidentiality of information encountered in work activities at all times. Perform multiple tasks simultaneously in a timely manner, and meet deadlines. Record and disseminate accurate information from telephone conversations and personal contact. Communicate clearly and concisely, both verbally and in writing. Work in a safety-conscious environment and to follow and promote good safety practices.

**Minimum Qualifications:** Current High School student or equivalent, and previous experience performing in general clerical work in an office setting.

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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.

An application is required can be mailed or dropped off at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Resumes 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:***

*Commissioner's Assistant Intern*

**Department:** Precincts 1 **FSLA Status:** Non-Exempt

**Reports To:** Commissioner's Administrative Assistant

**SUMMARY:** Under the general supervision of the Commissioner's Administrative Assistant, this position will conduct data entry and other clerical duties for the Bastrop County Road & Bridge Precincts. Work involves general office and reception functions, data entry, filing, answering phones, and providing customer service to the public and various other visitors.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Commissioner's Administrative Assistant;

Exercises no supervision.

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

1. Assists the Commissioner's Administrative Assistant in providing clerical and general office support, such as filing, scanning, and copying documents, data entry, and basic business correspondence;
2. Provides general information and customer service in a courteous and professional manner;
3. Places, answers and transfers calls; 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 Precincts;
4. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
5. 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 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:**

Personal computer skills and software, including Microsoft Office Word and Excel;

Filing and data entry procedures;  
Professional customer service skills;  
Proper English usage, spelling, grammar and punctuation; and  
Standard office policies, procedures, and equipment.

**Ability to:**

1. Understand and follow verbal and written instructions;
2. Operate equipment required to perform essential job functions;
3. Establish and maintain effective working relationships with those contacted in the course of the job;
4. Work independently and in the absence of supervision, exercise good judgment;
5. Maintain confidentiality of information encountered in work activities at all times;
6. Perform multiple tasks simultaneously in a timely manner; and meet deadlines;
7. Record and disseminate accurate information from telephone conversations and personal contact;
8. Communicate clearly and concisely, both verbally and in writing;
9. Conduct business with the public in a professional, courteous manner; and
10. Work in a safety-conscious environment and to follow and promote good safety practices.

**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; and

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;

Preparing clear and concise reports; and

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.

**Education:**

Current High School student or equivalent.

**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.*