

Brewster County Judges Office is soliciting applications/resumes for an Administrative Assistant Position.

Pay will be commensurate with experience and ability.

Submit resumes with references at the Office of Brewster County Judge, Eleazar Cano, PO Box 1630, Alpine, Texas 79831. By delivery, 201 W Ave E, Alpine, Texas. By email eleazar.cano@co.brewster.tx.us By Fax 432-837-1127 Phone 432-837-2412.

Preferred Qualifications:

Undergraduate degree, Graduate Degree in Public Administration, or Bachelor's Degree with at least 4 years' experience as an Administrative Assistant. Must be able to effectively communicate in written and oral form. Bi-lingual skills a plus, but not required. Must have basic accounting skills and be able to perform computer processing and spreadsheet functions, analyze and interpret data, and maintain accurate records and files. Must be able to work independently in the absence of specific instructions and establish and maintain effective working relationships with County employees and the general public.

Job Responsibilities:

Commissioners Court

Meeting support for Judge, in all aspects.

Attends Commissioners Court Meetings.

Stays knowledgeable of activities of Commissioners Court & remains familiar with actions taken and minutes.

Assists Judge with agendas, double checks content / posting.

Assists re tech issues during meetings. Develops background re agenda items as requested.

Helps direct public to meetings & takes note of attendance and comments made.

Monitors security/noise issues outside of Commissioners Court during meetings.

Other Meetings

Represents County Judge at various meetings as directed. (Travel may be required).

Provides meeting support for various meetings, as directed.

Research

Stays current on all issues of potential interest to County / brings to Judge's attention new developments/issues / performs legal research and research related to grants and Emergency Management.

Facilities

Remains observant of County facilities; brings unsafe or dangerous conditions to Judge's attention. Contacts appropriate persons to perform emergency repairs, etc, when Judge is absent; may direct custodial staff as necessary, in Judge's absence.

Information / Developments within County & Far West Texas

Monitors proceedings /developments in County which may impact Commissioners Court or County's interests.

Budget

Solicits information, assembles Budget Books as directed by County Judge, researches regulations & notices and helps to see that required notices are published and posted. Coordinates appearances of contracting agencies and department heads before Commissioners Court during the budget process/performs other budgeting research.

Legislative

Works with elected representatives, legislative consultants / tracks pending bills in Legislature and interim committee matters; follows various national issues which impact Counties.

Drafts & produces documents

Occasional preparation of letters & documents, at Judge's direction.

Public Assistance

Assists public with inquiries re County offices & functions, fields some complaints. Helps citizens determine where to go for assistance/inquiries.

Hours

Usual Courthouse hours / on call during emergencies/(exempt position)/some "after hours" work to attend meetings.

Backup

Postings on County Website, Facebook, Twitter & Media Liaison.

Coordinates special projects

As requested by Judge, for instance, bids, publication requirements, etc. for construction projects or other major initiatives, as directed.

Experience/Skills

Experience and strong interest in Public Service.

Able to work with public and co-workers and officials/employees of other governmental entities.

Strong computer skills, knowledge of social media and knowledge of local government required.

Writing and speaking ability.

Work Environment

On most occasions, indoor office or meeting room environment. May be required to be outdoors and on scene during emergency response or going out to County facilities.

Be able to sit and work at computer for long periods, lift up to 40 lbs. occasionally, reach, see close up and at a distance & hear; walk, occasionally in uneven or rough terrain.

License / Travel

Valid Texas Driver's License; some use of personal vehicle (with mileage to be reimbursed) required.

Some travel required for meetings, training and conferences and to County facilities outside of Alpine.

Dress

Business casual.