

# **Department – County Judge’s Office**

## **Administrative Assistant**

### **POSITION SUMMARY**

This position performs a variety of administrative and clerical duties to provide support for the office of County Judge. This is a full-time regular position.

### **ESSENTIAL RESPONSIBILITIES**

Attends Commissioners Court Meetings, stays knowledgeable of activities, actions, and policies of Commissioners Court. Expected to be knowledgeable aspects of county government. Provides administrative support during Commissioners Court and assists Judge with post meeting follow up.

Develops background agenda items as requested, assists with agendas, double checks content/posting and assists tech issues/ meeting records

Research – stays current in all issues of potential and political interest with ramifications to County / brings to Judge’s attention new developments.

Review files, records and other documents to obtain information to respond to requests from the County Judge, the public, the court, lawyers, judges and other elected officials.

Budget – Assembles Budget Books as directed by County Judge, researches regulations & notices and sees that required notices are published and posted.

Process and prepare documents such as County forms, letters, memos, and reports and serves on In House Committees and represents Judge's office directed by Judge.

Checks County facilities as directed by County Judge/ Directs Courthouse maintenance as requested by Judge.

Leads and coordinates administrative aspects of any special projects assigned by County Judge or Commissioners Court.

Legislative – Monitors bill proceedings and tracks pending legislation in which may impact Brewster County and works with legislative consultants and other governmental entities on issues of common concern.

Assists Public with inquiries concerning where to go for assistance, both inside and outside of the courthouse.

Represents County Judge at various meetings as directed. (Travel required). Accompanies Judge and provides administrative support at various meetings.

Hours - Usual Courthouse hours / on call during emergencies.

## **ADDITIONAL RESPONSIBILITIES**

### **Emergency Management**

Assists EMC & Judge in emergency management matters; attends First Responders meetings when required.

Backs up Public Information Officer and goes to EOC in emergencies to assist Judge, EMC or other County Employees.

Backs up PIO if unavailable and makes postings on County Website, Facebook, Twitter & Media Liaison.

Confers with EMC re pending grants and periodically checks Emergency Operation Center, telephones and computers.

Other duties as assigned within the scope of the department.

Also currently serves as General Manager of the Brewster County Groundwater Conservation District. Fills in for Administrative Assistant when administrative assistant is out.

## **WORKING CONDITIONS**

This position is inside the county courthouse in a normal office environment. It has frequent contact with the public. There is occasional travel to local locations within the county in all types of weather conditions. The noise level in this office varies, but is usually moderately quiet.

## **EDUCATION**

Requires a high school diploma and undergraduate degree. Advanced study in Public Administration, political science, or government is desired/ or equivalent experience.

## **EXPERIENCE/SKILLS**

Requires knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, completing forms and reports and other office procedures and terminology. Requires ability to meet and assist public.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of times. The employee must be able to lift up to 15 pounds

regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision. On occasion, during emergencies the employee must be able to walk in uneven terrain, be in proximity to smoke/grassfire.

### **SPECIAL CONDITIONS**

Employee must maintain a valid Texas Drivers License and valid Texas Automobile insurance. Employee will use their personal vehicle to run errands for the office and travel to meetings. Requires occasional overtime which may include weekends and evenings. Position requires professional business attire be worn to work daily.