

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE COUNTY JUDGE

SALARY: The salary of a full-time employee is set at a fixed hourly rate with benefits as described in the Jasper County Employee Handbook, and is set by the Jasper County Commissioners' Court each budget year.

WORK SCHEDULE: Salaries are based on a 40-hour work week starting on Friday 12:01 a.m. and ending on Thursday 12:00 midnight. The scheduled work hours, along with any overtime hours, will be determined by the County Judge.

GENERAL DUTIES: The Administrative Assistant is responsible for multiple clerical and administrative duties in support of the Office of the Jasper County Judge and the Jasper County Commissioners' Court. The Administrative Assistant is under the direct supervision of the County Judge, and is responsible for maintaining a professional and positive relationship with the other departments within Jasper County, other government entities, businesses, attorneys, the media and the general public.

The Administrative Assistant is responsible for compiling Jasper County Commissioners' Court agenda items, drafting the agenda notice and posting notice as required by law. The Administrative Assistant is also responsible for drafting all notices of Public Hearings or Public Meetings that are to be conducted or attended by any quorum of Commissioners' Court members and posting notice as required by law.

The Administrative Assistant is also responsible for drafting judicial orders, Commissioners' Court orders, zoning permit letters, official judicial court notice, proclamations, resolutions and other official correspondence as directed by the County Judge.

The Administrative Assistant is also responsible for receiving and transferring telephone and intercom calls coming into the Office of the County Judge, and receiving and filing facsimile messages as needed.

The Administrative Assistant is also responsible for coordinating County Court dates and dockets with the offices of the Jasper County Criminal

District Attorney and the County Clerk, and for posting notice as required by law.

The Administrative Assistant is responsible for scheduling meetings, conferences, training, court dates and other event appointments for the County Judge, and resolving scheduling conflicts as directed.

The Administrative Assistant, as a representative of the County Judge, also has the authority to supervise employees assigned under that department, including but not limited to, the Information Technology Officer, Maintenance Officer, Janitorial Services Officer and Courthouse Security Officers. This includes, but is not limited to, providing guidance on projects that have been identified to be completed; scheduling security for judicial settings, Commissioners' Court meetings, public hearings or public events; monitoring employee time sheets; and monitoring time taken off by employees for sick time, vacation time or compensatory time, in accordance with the Jasper County Employee Handbook.

The Administrative Assistant may sometimes be tasked to apply postage to and deliver mail to the local United States Post Office in the City of Jasper, and coordinate the delivery of packages and mail packets to be sent via private delivery services such as FedEx, UPS, etc. The Administrative Assistant is also responsible for receiving and signing for mail correspondence and packages delivered to the Office of the County Judge and department's underneath the direction of the County Judge.

The Administrative Assistant is responsible for maintaining the proper inventory of office supplies for the operation of the Office of the County Judge, and is authorized to place orders for additional supplies and equipment, as needed.

The Administrative Assistant should be able to work without direct supervision, have strong communication and multitasking abilities, and possess effective problem-solving capabilities.

The Administrative Assistant should also have good computer skills, and the ability to operate Jasper County's current software system, AbleTerm, with proficiency. The Administrative Assistant should also be capable of utilizing modern electronic office equipment including, but not limited to, desktop computers, facsimile machines, laser printers, electronic postage

machines, electronic typewriters, multi-line/intercom telephone systems, two-way communication radios, electronic calculators and paper shredders. The Administrative Assistant should also be proficient in the use of Microsoft Office Software including, but not limited to, MS Word, MS Outlook, MS Excel and MS PowerPoint. The Administrative Assistant should also be proficient in the use of Adobe Acrobat software. The Administrative Assistant should also be very familiar with MS Internet Explorer, and be proficient in utilizing the Internet to perform duties as tasked.

The Administrative Assistant is responsible for posting, updating and removing documents and information on the Jasper County website.

The Administrative Assistant should also be familiar with Jasper County's server backup system, Local Area Network, Wi-Fi Networks, air conditioning system, elevator system, telephone system, electrical wiring system, plumbing system, and the locations of all departmental offices within the Jasper County Courthouse and Courthouse Annex.

The Administrative Assistant should be well-versed in the operation and administration of county government in Texas, and should know the functions, along with the names of department heads, elected officials and primary points of contact, for all official departments in Jasper County. The Administrative Assistant should also know the correct functions and names of elected officials of the incorporated cities within Jasper County, along with the elected state and federal officials serving the district in which Jasper County resides.

The Administrative Assistant should be able to demonstrate the ability to coordinate emergency notifications to other departments within the Courthouse, including assisting with the coordination of the evacuation of personnel, or initiate by notifying and coordinating an emergency response to an incident by law enforcement, fire departments, ambulance or other emergency response entities at the Courthouse or any other Jasper County operations building.

The Administrative Assistant is also responsible for coordinating the use of certain areas of the Jasper County Courthouse, including all courtrooms on the first floor, the Grand Jury room, the gazebo, and the Courthouse lawn by

government entities, community service organizations, churches or the general public.

The Administrative Assistant is also responsible for receiving notifications of maintenance repair problems within the Jasper County Courthouse and other county operations buildings including, but not limited to, electrical outages or repairs, plumbing, Internet/computer/e-mail issues, telephone systems outages/replacements/repairs roof leaks or damage, flooring issues, door lock repair and general maintenance problems as required.

The Administrative Assistant must also be proficient in filing records, and demonstrate the ability to locate records and data from various sources, as needed.

The Administrative Assistant should have a strong work ethic, maintain an orderly work area and be capable of handling sensitive information including, but not limited to, criminal defendant and victim information, employee personnel record information, Texas Department of Public Safety Criminal History Information, AbleTerm software data information, Commissioners' Court executive session information and other information as directed by the County Judge.

The Administrative Assistant is responsible for any additional duty as tasked by the County Judge as part of the operation of this office.



Mark W. Allen, County Judge
Jasper County, Texas

Drafted: September 17, 2010