

Administrative Assistant to the County Judge

Definition

To perform a wide variety of general administrative duties in support of the County Judge's office and County Commissioners; and to provide general information and assistance to the public.

Supervision Received and exercised

- Receives general supervision from the County Judge.
- Supervises custodian and conducts Performance Evaluation review: coordinates work performance and needs of the Maintenance Department.
- Supervision of Civic Center and Custodial Services.
- Supervision of Kinney County Recreation Park and Pool.
- Supervision of Kinney County Judges Clerk.
- Assist in the 63rd Judicial District Department for Adult and Juvenile Community Supervision.
- Oversee Kinney County Indigent Health Care
- Oversee Occupational Licensing
- Assist in coordination of Commissioners Court
- Assist in coordination of Public Facility Corporation

Important Responsibilities and Duties

- 1). Perform a wide variety of complex, responsible and confidential administrative duties for the County Judge.
- 2). Word process and proofread a correspondence (letters, memos, agreements, agendas, resolutions) related to Office of the County Judge.
- 3). Screen office and telephone callers; coordinate telephone communication within the office, respond to complaints and request for information; receive and route mail from a countywide perspective.
- 4). Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- 5). Organize and Conduct Monthly Commissioners/ PFC Meetings.

- 6). Maintain calendar and schedule of activities, meetings and various events, coordinate activities with other County departments, the public and outside agencies.
- 7). Perform general administrative work, including filing, scheduling appointments and preparation of (draft) letters of correspondence for the County Judge's office as assigned.
- 8). Organize and maintain filing system; maintain records related to County Judges office.
- 9). Operate and maintain efficiency in computer operations.
- 10). Order and maintain office, Civic Center, and custodian supplies; update and maintain inventory.
- 11). Assist with coordinating departmental budget needs; monitor expenditures.
- 12). Communicate clearly and concisely, both orally and in writing.
- 13). Work to identify and meet deadlines
- 14). Establish and maintain effective working relationships with those contacted in the course of work.
- 15) Assist/Schedule/Coordinate with the County Courts Docket and Cases.
- 16) Coordinate/Schedule meetings.
- 15) Attend Seminars/ Conferences when needed.

16) Maintain effective audio –visual discrimination and perception needed for:

- ◆ making observations
- ◆ reading and writing
- ◆ responding to questions and inquires
- ◆ operating assigned computer software programs
- ◆ communicating with others

17) Maintain mental capacity which permits:

- ◆ making sound decisions
- ◆ answering questions
- ◆ effective interaction and communication with others

18) Effectively handle a work environment and conditions which involve:

- ◆ close working relationships with others
- ◆ working independently with minimal direct supervision

Department Supervisions:

Supervises custodian and conducts Performance Evaluation review: coordinates work performance and needs of the Maintenance Department

- ◆ Oversee needs and performance of Custodial Service for the Kinney County Courthouse and its building.
- ◆ Oversee needs and performance of Maintenance Department.

Supervision of Civic Center and Custodial Services

- ◆ Oversee functioning and repairs of Civic Center
- ◆ Organize and assist in the Budgeting needs of Civic Center.
- ◆ Coordinate /Schedule all events.

Supervision of Kinney County Recreation Park and Pool.

- ◆ Oversee operations of Park and Pool
- ◆ Oversee Pool Supervisor and Lifeguards

Supervision of Kinney County Judges Clerk.

- ◆ Assist in the Supervision of Operations of the Kinney County Judges office.
- ◆ Assist and coordinate the needs of Judges Clerk.

Assist in the 63rd Judicial District Department for Adult and Juvenile Community Supervision.

- ◆ Monitor and schedule Community Service hours for Adult and Juvenile Probation.

Occupational Licensing:

- ◆ Process Occupational Application
- ◆ Obtain driving records
- ◆ Schedule hearing with County Judge
- ◆ Send Forms and applications to Texas Department of Public Safety.

Organize and Conduct Monthly Commissioners/ PFC Meetings.

- ◆ Assist in scheduling of meetings
- ◆ Receive/Compile data for agendas
- ◆ Create Agendas

Experience:

At least two years of multi program and project administration, including but not limited to grant acquisition and administration criteria and project coordination with the Council of Government and other intergovernmental agencies.

Training

Successful completion of high school education or the equivalent.

Working Conditions

Office environment: close working relationships with others and independently.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical and mental condition necessary for use of various computer programs for extended periods of time. Lifting and carrying ledgers and dockets up to 25lbs.

Other important duties and responsibilities

- ◆ Take minutes at meetings as assigned
- ◆ Perform all duties required to manage civic center: including but not limited to, issuance of contracts, collection of monies and oversee all general operations.
- ◆ Supervise and inspect over janitorial Services for Civic Center.
- ◆ Verify and review materials for completeness and conformance with established regulations and procedures.
- ◆ Perform other duties assigned by the County Judge.

Knowledge of:

- English usage, bilingual in Spanish, spelling, grammar, and punctuation.
- Administrative procedures and methods as applicable to basic judicial and administrative functions of the Office of the County Judge.
- Telephone techniques and etiquette.
- Business letter writing and basic report preparation.
- Principles and procedures of data entry and record keeping, including but not limited to Criminal and Civil Dockets of the County Judges Office.

Ability to:

- Correctly apply procedures of the function to which assigned.
- Understand the organization and operation of the County and of outside agencies as necessary to perform assigned responsibilities.
- Compile, maintain and update files and records.
- Utilize various computer software necessary for successful job performance.
- Maintain and schedule a calendar of events and activities as assigned.
- Operate and use office equipment as required.
- Use personal initiative to perform appropriate, responsible administrative work involving the use of independent judgment.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective course of action.

Requirements:

- **Must pass criminal background**
- **Hold valid Driver's license**

Job Location

Kinney County
501 South Ann Street
Brackettville, TX 78832

Work Schedule

Monday through Friday. 8 A.M. to 5 P.M. **Must be available to County Judge at all times.**