

EASTLAND COUNTY JOB DESCRIPTION

Position Title: Administrative Assistant

Department: Commissioners' Court

Reports to: County Judge

Salary Range: \$14.21

Non-Exempt Full-Time Position

Position Summary: Responsible for assisting County Judge and County Commissioners in fulfilling their duties. Cross trained to perform duties of County Court Coordinator to include scheduling of court, preparation of dockets and notices, and usage by Standing Order of Judge's signature stamp for certain documents. Must be qualified to be commissioned as a Notary Public and must be experienced with Microsoft Office.

Essential Job Functions:

1. Indigent Health Care Coordinator: managing the county's indigent health care program for citizens.
2. Assisting Commissioners' Court and County Judge with all administrative work as assigned.
3. Drafting requisitions and purchase orders for payment while maintaining the budget for several office functions. Prepare Burn Ban Orders and manage their timeline for expiration.
4. Reception of contacts from telephone, email, and in person. Directing office traffic flow to the proper departments and persons. Sort and process incoming and outgoing mail.
5. Manage the agendas and associated documents for Commissioners' Court, Joint Elections Administration office, and County Historical Commission. Manage the county assistance program for indigent persons.

Additional Job Duties: Maintain and update the County Emergency Management Plan, maintain all office files including those for declared disasters, draft and distribute inter-office memos, maintain emergency contact information, train for Court Coordinator duties for Eastland County Court.

EDUCATION: High School diploma required. A college degree will be considered in lieu of work experience and training.

EXPERIENCE: Two years of general office work is preferred.

REQUIRED SKILLS: Excellent verbal and written communication skills with a variety of people. Ability to be a team player while having good inter-personal skills. Excellent skills and knowledge of

office computer systems and software. Ability to perform duties well in a deadline-oriented environment.

PREFERRED SKILLS: Ability to work with the public, federal/state/county/local officials, and other employees.

PHYSICAL REQUIREMENTS: Ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel and reach while performing office duties. Ability to lift or move up to twenty pounds. Ability to type on computer keyboards, press calculator keys, and utilize office telephones.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed: it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee's Signature

Date

Department Head Signature

Date