



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B0721	Title:	Administrative Assistant
Pay Group:	15	Department:	Facilities Services
FLSA Status:	Non-Exempt	Reports To:	Director, Facilities Services
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Immediate assistant to the Director and Assistant Director of Brazos County Facilities Services.

Essential Duties:

Answer & Direct Phone Calls
Works directly with Director and Assistant Director
Organize & Schedule Appointments
Write & distributes email, correspondence memos, letters, and forms
Communicate effectively both in writing and orally
Being a problem solver and can think "outside the box"
Prepare regularly scheduled reports
Develop and maintain organized filing system (paper & digital)
Order supplies for office, and custodial supplies for all county buildings
Maintain current vendor contract list
Maintain Purchase Order balance at all times
Submit and reconcile expense reports
Understand budget procedures, reports, and CIP request
Must be able to meet deadlines on project, budgets, and reports (time management skills)
Knowledge of payroll, time sheets, vacation, sick leave, etc.
Provide general support to visitors
Work with executive and senior administrative assistants to handle request and queries from senior managers
Understand knowledge of Contracts / Bids and how they work
Process all Requisitions into County Finance system to approval for Purchase Orders
Submit all invoices for payment through County Finance system
Keep current inventory of copy paper through county warehouse, Order copy paper as needed, and distribute to county offices when they place an order
Have to have good organizational skills and must be able to be a multi-tasker
Being able to assert confidentiality as needed
Able to assist Service Dispatcher with tickets when absent
Have effective working relationship with co-workers

Other Duties as assigned

<i>Supervision</i>	
Received:	From Director
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

<i>Experience</i>	
Required:	At least two years of experience.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, and bookkeeping procedures. Operate computers, including word processing software; read journals and memos; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team, to perform multiple tasks simultaneously, and to switch from one task to another. The employee is occasionally required to perform tedious and exacting work, and to work under time pressures to meet deadlines.