



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1605	Title:	Administrative Secretary
Pay Group:	16	Department:	Constable Pct. 2
FLSA Status:	Non-Exempt	Reports To:	Constable
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public, serving as first point of contact for persons entering the BC Administration Building; receives and processes incoming civil papers; maintains evidence for department; receives, sorts, and distributes mail; performs accounts payable and accounts receivable functions, prepares correspondence, prepares reports; assists with budget preparation; and performs data entry.

Essential Duties:

Assists in daily clerical staff operations
Performs administrative and secretarial duties for the Constable and deputies;
Performs receptionist duties including telephone calls to the department; and walk-in contacts for entire BC Administration Building.
Maintains all department files including criminal and civil case files;
Monitors inventory of all office supplies and reorders as necessary;
Prepares requisitions for all department furniture, equipment and supplies;
Monitors department's administrative budget, including paying monthly bills and authorizing all expenditures from the accounts;
Prepares and submits payroll records, including gathering timesheets and calculating hours worked and leave time;
Coordinates maintenance of office equipment, including scheduling repairs;
Assists in submitting forms to TCOLE for new/current deputies;
Coordinates computer training for new and current employees;
Coordinates travel arrangements for Constable Pct.2 Office;
Performs file retention duties/quality control, including destruction of files when expunction orders are signed by judge;
Coordinates with Human Resource department to ensure the department has current health insurance and retirement plan information;
Assist local agencies and public with questions regarding warrants and civil paper information;
Mails out warrant cards for Justice of the Peace Pct.2;
Performs various administrative duties, making copies, sending faxes, and filing;
Performs duty of Notary Public;
Supervises interns when assigned to department;
Serves as Evidence technician, responsible for evidence brought in by Constable and Deputies once they label the evidence, including logging in the evidence, sending the evidence to the DPS Lab, receiving the evidence from the DPS Lab, keeping accurate records of evidence, forwarding the evidence to the District or County Attorney's Office, and disposing of the evidence once the case is disposed;
Receives and returns all incoming civil papers, including entering their information into the computer system, and preparing papers for service
Receives and records monies received in payment for Constable service fees and collections on citations, writs, and various other civil papers;
Prepares various correspondence, including letters, memos, and other papers;
Receives sorts, and distributes department mail;
Prepares monthly reports;
May utilize radio to contact department personnel;
Assists with preparation of department budget;
May be assigned to committees to represent Constable Pct.2 for involvement and review of different issues;
Responsible for preparing requisitions for any grants given to Constable Pct.2

Other Duties as assigned.

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

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

<i>Experience</i>	
Required:	
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	Notary Public
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>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.</p> <p>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, and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Computer systems, standard office practices and procedures; legal procedures and legal drafting; legal terminology and practices, the criminal justice system and basic bookkeeping.</p> <p>Operate computers, including some programming; read, analyze and interpret data and office policy, prioritize tasks to be assigned and completed; read and understand basic legal procedures, draft legal correspondence, communicate effectively, both in person and over the phone, read interpret office policy, time management skills and maintain effective working relationships with co-workers and the general public.</p>

<i>Work Environment</i>	
Typical:	