



## Brazos County Job Description

Last Updated: October 2022

Template Revision 01/19/2022

<b>Class Number:</b>	B1606	<b>Title:</b>	Administrative Secretary
<b>Pay Group:</b>	16	<b>Office:</b>	Constable Pct.3
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Constable
<b>Approved Date:</b>		<b>EEOC Category:</b>	Administrative Support/Office manager

### General Summary:

Provides administrative assistance to the Constable by coordinating office timesheets, leave balances, and scheduling the Constables daily responsibilities. This position maintains all TCOLE training records and state audits for all officers employed by this office, as well as prepares the annual Racial Profiling report. This position is responsible for receiving and processing all incoming civil papers; receive, sorts, and distributes all office mail. This position performs all accounts payable and accounts receivable functions in the oracle software system; prepares correspondence; prepares reports; assists with budget preparation, entry and maintenance.

### Essential Duties:

Must be able to address all office clerical needs.

Assist the public with general civil and warrant questions, either by phone, mail, or in person.

Civil Process, develop or have a strong working knowledge of the current software system the county uses (odyssey)

- Times stamps, entry, and print jackets.
- Address served/unserved process, and scan and move back to the Justice of the Peace's office.
- Writs of Execution prepare worksheets for fee amounts and percentages due, and if necessary, prepare demand letters.
- Process all out of county civil papers, enter payments, and make out deposits.
- File monthly reports

#### Truancy

- Enter in cases into Odyssey, create a case jacket.
- Address all calls pertaining to truancy court process.
- Check in and fill out truancy paperwork for court date.

#### Warrants

- Data entry and assign to the warrant deputy.
- Point of phone contact for the regular warrant texting program.
- Maintain weekly reports for UPD, the court clerk and the warrant deputy.
- Maintain warrant integrity for both this office, and Texas A&M University Police Department.
- Return all warrants once served.

#### Budget

- Assist with budget preparations.
- Monitor, expenditures, and all purchase orders.
- Process all invoices. This includes several monthly accounts.
- Prepare travel advancements and reimbursements.
- Maintain Office inventory of supplies and capital assets.

#### Reports

- Maintains all reports necessary for this office.
- Maintains all personnel files for TCOLE and TCLEDDs, including all training and training hours needed.
- Enters all forms into TCOLE forms and hours as needed.

#### Scheduling

- Maintains time sheets
- Entry into office calendar all Justice of the Peace court's needs. (Bailiff)
- Makes travel arrangements with the Constable pertaining to training and scheduling.

Other Duties as assigned.

<b>Supervision</b>	
<b>Received:</b>	From Constable, Brazos County Pct.3
<b>Given:</b>	This is a non-supervisory position.

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

<i>Experience</i>	
<b>Required:</b>	At least two years of experience.
<b>Preferred:</b>	
<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	None.
<b>Preferred:</b>	
<i>Physical Demands</i>	
<b>Typical:</b>	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; and talk and hear. The employee must frequently stand and walk. The employee must frequently 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.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process; principles of customer service; and familiarity with two-way radio unit preferred, but not required. Operate computers, including word processing software; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; operate radio base and hand-held radio units; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
<b>Typical:</b>	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. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team, to work under time pressures to meet deadlines, and to perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.