



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.3 09/14/2022

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| Class Number: | B1608 | Title: | Administrative Secretary |
| Pay Group: | 16 | Department: | Constable Pct. 4 |
| FLSA Status: | Non-Exempt | Reports To: | Constable |
| Approved Date: | | EEOC Category: | Office and Clerical |

General Summary:

Performs managerial duties, including receives and processes incoming civil and criminal papers; bailiff coordinator for all departmental courts; performs accounts payable and accounts receivable functions; prepares correspondence; prepares reports; assists with budget preparation; performs payroll duties; performs data entry; answering phones and processes mail.

Essential Duties:

Receives and processes incoming civil papers, including entering information into the computer system;

bailiff coordinator for all departmental courts;

Establishes and maintains department filing system;

Maintains all department files including criminal and civil case files;

Performs accounts payable and accounts receivable functions for the department, including ordering and paying for supplies;

Prepares requisitions, purchase orders and payment authorizations for payment of departmental bills;

Receives and records monies in payment for constable service fees and collections on writs;

Maintains supply inventory and orders supplies for the department;

Maintains records of prepared purchase orders; Calculates totals on department accounts;

Performs personnel functions, including preparing timesheets for payroll and coordinating department schedules;

Prepares various correspondence, including letters, memos, and other papers;

Prepares papers for service, Receives, sorts, and distributes department mail;

Prepares monthly reports; Performs dispatch duties for office;

Assists with preparation of departmental budget;

Performs data entry functions; and calculate, prepare, and mail invoices for documents or services.

Other Duties as assigned.

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

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

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

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

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| <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; 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. |

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| <i>Knowledge, Skills, & Abilities</i> | |
| Typical: | 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. |

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| <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. 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. |