



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B2210	<b>Title:</b>	Admin Secretary - Probate Guardian
<b>Pay Group:</b>	16	<b>Department:</b>	CCL#1 and CCL#2
<b>FLSA Status:</b>	Non-Exempt	<b>Reports To:</b>	Judges of the County Courts at Law and Associate Ct. 2
<b>Approved Date:</b>		<b>EEOC Category:</b>	Office & Clerical

### General Summary:

This is a full time position to that provides secretarial assistance to the County Courts at Law guardianship attorney, including assisting visitors and callers, typing various legal documents, maintaining a variety of records, making visits to people under guardianship in their home setting and performing office management functions. This position may also assist Associate Judge #2.

### Essential Duties:

Maintain guardianship and probate database for both courts.  
Schedules status conferences with the guardianship attorney.  
Liaison between the courts, clerks and citizens regarding guardianship matters.  
Send out reminders in guardianship cases and provide available forms as needed.  
Annually visit people under guardianship as a Court Visitor as needed.  
Track compliance dates in all guardianship cases.  
Keep track of signed orders.  
Assists with the preparation of legal documents, letters, statements, memoranda, and reports.  
Provides assistance to the public, including directing people to the appropriate offices.  
Performs office management functions including maintaining inventory of supplies, preparing guardianship attorney's expense reimbursements, preparing budget and equipment needs for guardianship attorney.  
Supervises incoming mail for guardianship cases.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	Judges of the County Courts at Law of Brazos County, Associate Judge #2 and Guardianship Attorney.
<b>Given:</b>	

<i>Education</i>	
<b>Required:</b>	High school graduation or its equivalent.
<b>Preferred:</b>	B.A./B.S.

<i>Experience</i>	
<b>Required:</b>	2+ years
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Valid Driver's License.
<b>Preferred:</b>	Certification as a private, professional guardian.

<i>Physical Demands</i>	
<b>Typical:</b>	Some light lifting, sitting and driving in Brazos County and other counties in the state of Texas as needed.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Good organizational skills, written and oral communication skills. Ability to work well with others.
<i>Work Environment</i>	
<b>Typical:</b>	