



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

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| Class Number: | B0116 | Title: | Administrative Assistant |
| Pay Group: | 24 | Department: | Commissioners Court |
| FLSA Status: | Non-Exempt | Reports To: | Executive Assistant |
| Approved Date: | | EEOC Category: | Administrative Support |

General Summary:

This position serves as the Public Information Officer, Paralegal to the Legal Division of the County Judge's Office and Commissioners Court, Provides administrative duties to the Commissioners Court.

Essential Duties:

- Responsible for the implementation, management, and completion of a variety of special projects as assigned by the Commissioners Court.
- Receives and responds to all Open Records Requests under the jurisdiction of the County Judge's Office and Commissioners Court.
- Provides training and assistance to all County Departments/Personnel on Open Records Requests.
- Serves as Paralegal to the Legal Division of the County Judge's Office.
- Assists the General Counsel with legal research, correspondence and general clerical duties as needed.
- Oversees the processing of Mass Gathering Applications, Sexually Oriented Business Applications and Towing Fee Study requests, and discretionary Tax Refund requests.
- Drafts documents to include but not limited to contracts, agreements, orders, resolutions, and proclamations.
- Conducts research and analysis for the Commissioners Court.
- Establishes and maintains official documents and records in appropriate files in Laserfiche.
- Serves as back up to the Executive Assistant and the County Judge's Administrative Specialist.
- Provides notary public services.
- Performs multifaceted general office support and secretarial duties for the Commissioners Court to include scheduling appointments, answering phones, taking messages, and greeting the public.
- May be asked to attend corporation, board, or committee meetings to take notes and prepare minutes.
- Takes the legal minutes and manages the recording software for all Open Meetings involving the Commissioners Court.
- Responsible for making decisions and handling all situations which arise; requires tact, diplomacy, and maturity.
- Attends Trainings and Conferences as needed.

Other Duties as assigned.

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| <i>Supervision</i> | |
| Received: | |
| Given: | This is a non-supervisory position. This position is supervised by the Executive Assistant, Commissioners and Legal Division of the County Judge's Office. |

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

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

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

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| <i>Physical Demands</i> | |
| Typical: | Required to sit, use hands to finger, or feel; reach with hands and arms; talk and hear; frequently required to stand and walk; must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects; specific vision required includes close vision, with ability to adjust and focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. |

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| <i>Knowledge, Skills, & Abilities</i> | |
| Typical: | Knowledge of Federal, state and local laws, or the ability to research read and comprehend the law; basic bookkeeping skills, standard office practices and Brazos County policies and procedures; the ability to perform basic mathematical calculations; perform data entry; and provide effective customer service; establish and maintain effective working relationships with county employees, elected officials, the media, and representatives from other governmental entities; must be able to use discretion in dealing with confidential or potentially confidential materials or information; must operate computers; including word processing and spreadsheet software and other computer programs necessary for the operation of county business; must be able to perform multiple tasks simultaneously. |

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| <i>Work Environment</i> | |
| Typical: | The noise level in the work environment is usually moderate. The employee is frequently required to work under time pressure to meet deadlines. 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. |