



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B0226	Title:	Administrative Assistant
Pay Group:	20	Department:	County Judge
FLSA Status:	Non-Exempt	Reports To:	Administrative Specialist
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Provides administrative assistance to the County Judge's Administrative Specialist; prepares, posts, and distributes agendas for Commissioners Court meetings, attends Commissioners Court meetings; drafts various correspondences for County Judge; coordinates schedule for the Chief of Staff, approves purchase orders and requisitions; and orders office supplies and equipment. Responsible for making decisions and handling all situations which arise.

Essential Duties:

Prepares, posts, and distributes Commissioners Court agenda;
Assists the Administrative Specialist in the keeping of the County Judge's calendar;
Attends Commissioners Court meetings and provides reference assistance for files and documents;
Assists the Administrative Specialist in drafting memos and correspondence for County Judge;
Establishes and maintains official documents and records in appropriate files on Laserfiche;
Provides general information to the public;
Performs special projects and conducts research and analysis for the Judge and/or other departments as assigned;
Responsible for making decisions and handling all situations which arise; requires tact, diplomacy, and maturity
Orders office supplies and equipment;
Approves purchase orders and requisitions on behalf of the Judge;
May be asked to attend corporation, board, or committee meetings to take notes and prepare minutes as needed or assigned;
and performs other administrative functions as needed.

Other Duties as assigned.

<i>Supervision</i>	
Received:	Administrative Specialist
Given:	N/A

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

<i>Experience</i>	
Required:	At least five years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities
Preferred:	N/A

<i>Certificates, Licenses, Registrations</i>	
Required:	N/A
Preferred:	N/A

<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; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Standard office practices and procedures, and bookkeeping procedures. Operate computers, including word processing software; read and interpret manuals and memos; perform math to balance accounts; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.</p>

<i>Work Environment</i>	
Typical:	<p>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.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple tasks simultaneously, and to switch from one task to another. The employee is occasionally required to perform tedious and exacting work, and to work under time pressures to meet deadlines.</p>