

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Administrative Assistant**

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<b>Exempt (Y/N):</b> No	<b>DEPARTMENT:</b> County Judge
<b>DATE PREPARED:</b> January 2007	<b>SUPERVISOR:</b> County Judge

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**SUMMARY:**

The Administrative Assistant is essentially the representative for the entire fifth floor and plays a significant role in the lasting impression of visitors to the courthouse. This includes not only the County Judge's Administrative Offices but also high-volume traffic for the Human Resources Office, County Attorney, Comptroller's Office, the Purchasing Department, and the Veterans Service Office. Additionally, this person answers the phone, provides back-up services for the legal secretary, and assists the Quorum Court Secretary, as needed. Contacts with the public are frequent, and the Administrative Assistant may encounter questions relating to any department in the courthouse and outside county agencies. All office functions must be performed efficiently and in a professional manner and each situation must be handled according to the County, State and Federal policies and guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Must possess the professional and diplomatic skills to greet visitors, answer phone, and resolve problems with a courteous and helpful attitude.
2. Must have knowledge not only of what services are provided by all County offices and departments, but often city, state and federal office in order to provide accurate and appropriate information to callers and visitors.
3. Act as hostess to visitors with a friendly attitude that relaxes the visitor.
4. Answer up to 50 telephone calls per day and direct or take messages as required.
5. Must maintain the highest degree of confidentiality pertaining to all types of communication.
6. Prepare, type, and file legal documents including transcriptions from dictation, as needed.
7. Perform other secretarial duties which include work processing, data entry, photocopying, faxing documents, filing, preparing and mailing correspondence.

8. Open and distribute all incoming mail to the proper departments.
9. Maintain office equipment in working condition. Call for service and/or repair as required
10. Maintain adequate supplies for the office. Reorder as necessary. Obtain purchase orders when required.
11. Take Complaints from the public as needed, and forward the information on to the Elected official.
12. Resolve problems and deal with customers in a professional manner when required.
13. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.
14. Assists on special projects for various departments including the County Attorney's office, HR department, Comptroller's office, Veterans Affairs, and Building and Grounds.
15. Calculate time cards, hours and sick leave for time sheet approval for payroll purposes.
16. Responsible for receiving all checks from State and Federal grant programs as well as other checks directed through the County Judge's Office and route those checks to the proper departments. Any single check may be in excess of \$25,000.
17. Keep an up-to-date working knowledge of the activities and actions of every department.
18. Treat all citizens of Washington County in a professional and ethical manner.
19. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
20. Must be a Team Player.
21. Perform other related duties as required or assigned.
22. Regular attendance is mandatory for this position.

**QUALIFICATION REQUIREMENTS:**

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.

**EDUCATION and/or EXPERIENCE:**

Associates Degree or 3 years of related work experience required; desirable to have previous experience in law and knowledge of legal terminology.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess accurate typing skills and Dictaphone skills; have strong written and verbal communication skills; desirable to have understanding of legal terminology; must be familiar with various software applications including but not limited to Microsoft Word, Excel, and Outlook; Must possess good organizational skills.

**PHYSICAL DEMANDS:**

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 must frequently sit and talk or hear; use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

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.

The noise level in the work environment is usually moderate.