

DEPARTMENT: Victoria County Commissioners' Court

101 N. Bridge Street, Suite 102 Victoria, TX 77901

Position Title: Administrative Assistant

Full-Time, Non-exempt

Salary: \$17.11 to \$20.53 per hour

Open Until Filled

Position Summary

Provides various administrative functions for the effective operation of the Victoria County Commissioners' Court. The priorities of this position are to coordinate the daily operations and activities of the Commissioners' Court and carry out the directives, policies, objectives, and assigned projects of the Court. *Note: The Victoria County Commissioners' Court is the five-member governing body of Victoria County, TX comprised of the County Judge and four County Commissioners. It is **not** a Judicial Court.*

Essential Duties and Important Responsibilities include, but are not limited to the following:

- Create, file, and post agendas for the Victoria County Commissioners' Court and file within appropriate deadlines
- Create and distribute Agenda Packet for Commissioners' Court
- Generate, file, and post various Notices of Meetings for various county Boards and Commissions
- Assist County Judge and Chief of Staff in preparation and posting of digital media content
- Assist in maintaining and updating the County website
- Proactively conserve the time of the County Judge and Chief of Staff by minimizing interruptions and taking on tasks as needed
- Keep records of various County Boards and Commissions
- Research, collect, and assemble data and background materials for a variety of reports and special projects
- Verify and review materials for completeness and conformance with established regulations and procedures
- Perform general clerical office work which may include filing, scheduling, and processing purchase orders or requests
- Organize and maintain filing systems; maintain records related to Department
- Operate a variety of office equipment including computers, phones, fax machines, printers, etc.
- Type and proofread a wide variety of reports, letters, and memoranda
- Prepare and present reports and other necessary correspondence
- Screen phone calls, respond to complaints and receive and route mail
- Compile documents for and responses to Public Information Requests related to the County Judge and Commissioners' Offices
- Be familiar with laws, regulations, and policies for Texas County Government

- Directly reports to and provides administrative support to the County Commissioners and County Judge's Office
- Serve as a liaison for Commissioners' Court on various boards and projects
- Develop and maintain strong working relationships with all county offices and departments, other governmental entities and community stakeholders
- Assist County Judge & Commissioners' Court in budget review, preparation, management and planning year-round
- Performs other duties as assigned

Knowledge & Skills Required

- Highly proficient in Microsoft Office suite
- Capable of learning and adapting to new and changing technologies
- Highly detail-oriented
- Ability to respond with tact to oral and written inquiries
- Strong time management and organizational skills
- Capability to carry out the directives and goals of Commissioners' Court
- Capable of working under pressure with deadlines
- Excellent written and verbal communication skills, with strong use of the English language in spelling, grammar, punctuation, and proofreading
- Ability to manage multiple projects at once

Preferred Skills, Qualifications, & Experience

- Bachelor's degree in Communications, Public Administration, Business or another relevant field
- Knowledge of media relations, social media marketing and email marketing
- Experience in the design of various forms of multimedia and content creation
- Knowledgeable of applicable laws related to Texas county government
- Background in the paralegal field or has a paralegal certificate
- Bilingual
- Excellent GPA

Education and/or Experience

- High school diploma or GED
- At least three to four years of related work experience

Other Requirements:

- Must have a valid State of Texas Driver's License and proof of automobile liability insurance
- Availability on weekends and evenings as needed
- Availability to travel as needed

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 is regularly required to reach with hands and arms. The employee frequently is required to stand, sit, walk, use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance, taste, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 quiet and in a normal office setting.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

**Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901**