

MASON COUNTY JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT, FULL-TIME
DEPARTMENT: COUNTY JUDGE
REPORTS TO: COUNTY JUDGE

POSITION SUMMARY

This position performs a variety of clerical duties to provide support for the office of the County Judge and Commissioners Court. This is a 40-hour regular position.

ESSENTIAL RESPONSIBILITIES

- Service as Indigent Healthcare Coordinator
- Handle liability and property insurance claims
- Manage responsibilities associated with Commissioners Court
- Schedule and coordinate hearings, to include criminal, probate, and civil
- Communicate with visitors, employees and other individuals to answer questions, disseminate, or explain information and address complaints
- Manage correspondence via phone, postal mail, email, and/or fax
- Schedule appointments/meetings for County Judge and County Commissioners
- Maintain records and prepares periodic reports
- Compile, copy, sort, and file records
- Perform general clerical duties such as photocopying, note taking, assembling booklets, scanning, and emailing
- Compute, record, and proofread data
- Research statutes and laws on-line
- Review files, records, and other documents to obtain information to respond to requests from the public and the County Judge and Commissioners
- Process and prepare documents such as government forms, letters, memos, billings, reports, insurance forms and agendas
- Coordinate maintenance of office equipment
- Order and maintain office supplies
- Operate office machines such as computers, phone systems, copiers, scanners, fax machines, and postage machine
- Communicate professionally with the public via telephone, email, and in person about county business

ADDITIONAL RESPONSIBILITIES

- Be willing to perform any other duty as assigned with the scope of the department, such as but not limited to: coordinating commissioners/criminal/civil court, processing new hire and termination paperwork; processing contracts/agreements/leases; managing Indigent Health Care; managing liability and property insurances; managing grants; etc.

PHYSICAL DEMANDS

- Must be able to remain in a stationary position up to 4 hours at a time
- Must be able to move about inside the office to access file cabinets, supply closets, copy machines, etc.
- Requires the ability to hear and speak on phone and in person
- Must be able to see information on a computer screen

REQUIRED ABILITIES

- Ability to understand, remember and apply oral and/or written instructions or other information
- Ability to understand, remember and communicate routine, factual information
- Ability to organize thoughts and ideas into understandable terminology
- Ability to organize and prioritize a work schedule
- Ability to apply common sense in performing job
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device
- Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- Ability to operate basic computer software such as Word and Excel
- Ability to work well with other county employees
- Ability to keep confidential matters private

REQUIRED SKILLS

- Detail oriented
- Well organized
- Excellent in oral and written communications
- Professional behavior in social and interpersonal relations
- Proficient in multitasking
- Diligent in meeting deadlines
- Willingness to problem solve

QUALIFICATIONS

- High school degree
- 5 years related experience