

9275

JOB DESCRIPTION FOR
NEWTON COUNTY JUDGE
ADMINISTRATIVE & GRANT ASSISTANT POSITION

POSTED

SEP 26 2023

TIME 4:28 P
BY: Sandra R. Duckworth
SANDRA R. DUCKWORTH, COUNTY CLERK

Department:

County Judge's Office

Information Job Summary:

Advanced computer skills, knowledge in filing. Must have experience dealing with the public both in person and over the phone. Be self-motivated and able to make decisions in the best interest of the county.

Duties and Responsibilities:

Must be able to greet and assist the public either by phone or in person.

Answers phone and responds to issues, including post-resolution follow-up and documentation and administers directory information as requested.

Ability to manage multiple projects, activities, and tasks simultaneously.

Develops and maintains Agenda documentation and adheres to Open Meetings Act in posting.

Must be able to prepare packages for Commissioners' Court meetings and place on IDrive for Commissioners.

Type letters for Judge as needed.

Filing

Assist with Grants

Court Coordinator-schedule appointments, probates, county court and Civic Center. Prepare bills to be paid, read all mail for Judge and sort Commissioners' mail. Schedule Judge to attend meetings and make reservations for in and out of town training schools and conferences; help the Judge prepare for training and conferences.

Communicate effectively in speech and writing.

Work with departments to improve workflow process.

Coordinate maintenance and any other duties that may be required.

Ability to prioritize and efficiently schedule work duties.

Regular attendance and timeliness is required.

Individual must be outgoing, organized, hardworking and able to follow direction; must be a team player.

The successful candidate will be high on public satisfaction and have good communication skills.

Ability to multi-task, set priorities and work both independently and in group settings.

Prepare the Judge for daily tasks.

Additional Responsibilities:

To be determined by the Judge as needs arise.

Minimum Education:

Requirements: Two years of higher education.

Experience/Skills Required:

Demonstrated knowledge of Microsoft Windows Server Operating Systems (2003 through 2010).

Demonstrated knowledge in managing mail servers, maintain email accounts and County website.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related or promotional criteria.

Working Conditions:

Position requires professional business attire be worn to work daily. Other attire may be requested for special occasion. This position is inside in a normal office environment. There is expected travel to various county offices in all types of weather conditions. May be required to drive to other locations in the county for work duties.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

Special Conditions:

Employee must maintain a valid Texas Driver's License and valid Texas automobile insurance. Due to the sensitive nature of information, a criminal background check will be required.