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**Job Description for**  
**Administrative Assistant to the Newton County Judge**

**POSTED**  
JAN 16 2026  
TIME 12:00 P  
BY: Sandra K. Duckworth  
SANDRA K. DUCKWORTH, COUNTY CLERK

### **Information Job Summary**

Applicant will need advanced computer skills with strong typing ability and proficiency in filing.

### **Duties, Responsibilities and Experience Required**

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

Must be able to take corrective action on issues, including post-resolution follow-up and documentation.

Must be able to effectively manage multiple tasks, activities and projects in a fast-paced environment independently and in group settings.

Develop and maintain commissioner court agendas, packages and documentation while adhering to Open Meetings Act requirements.

Must be able to type correspondence for the County Judge.

Must be able to coordinate the County Judge's schedule to include appointments, travel and all county court hearings as well as coordinate reservations, schools and conferences.

Must be able to travel as needed for training and performance of duties.

Must be able to communicate effectively in speech and writing.

Must work with multiple departments to improve workflow processes.

Must be able to coordinate maintenance and any other duties as required.

Must be able to prioritize and efficiently schedule work duties.

Regular attendance and timeliness are required.

Must be outgoing, organized, hardworking and able to follow direction.

Must have 3-5 years' experience as an administrative assistant.

Must be proficient in Microsoft Windows and Office environments.

Must be able to adapt to new technology as needed.

### **Minimum Education**

High school diploma

### **Salary**

Depends on experience.

Will report to the Newton County Judge.

Applications may be found at <https://www.co.newton.tx.us/page/newton.Jobs.Openings>.

To be considered, please email a completed application to [newtoncountyjudge@co.newton.tx.us](mailto:newtoncountyjudge@co.newton.tx.us) and [ginger.sims@co.newton.tx.us](mailto:ginger.sims@co.newton.tx.us).

County employees interested in this position must notify their supervisor before applying.