



Executive Assistant to the County Judge
County Judge's Office

CJO/2
Pay Grade: 19

JOB SUMMARY

This position is responsible for coordinating the administrative operations of the County Judge's Office.

MAJOR DUTIES

- Coordinates and supervises the work of office personnel; completes employee evaluations.
- Provides the County Judge with administrative and technical assistance in the execution of office operations, including the development of office administrative procedures.
- Processes payroll; maintains attendance records.
- Prepares memoranda, letters and email.
- Processes requests for payments and purchase requisitions.
- Makes travel arrangements for department staff.
- Prepares budget recommendations and manages assigned funds.
- Schedules meetings, appointments and conferences.
- Coordinates community events for the County Judge.
- Maintains department files and records.
- Attends meetings as required.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.

- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Executive Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Webb County personnel policies and procedures the Civil Service guide. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to coordinate the day-to-day administrative operations of the County Judge's Office. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Court Administrator (1), Public Communications Officer (1), Bailiff (1), Administrative Secretary (1) and other part-time clerical personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Must have a high school diploma or GED from an accredited institution.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date