

# WEBB COUNTY

## Job Description

**JOB TITLE:** Administrative Assistant  
**SLOT NUMBER:** 1214  
**DEPARTMENT:** Community Action Agency (Meals on Wheels Program)  
**REVISION DATE:** January 28, 2011

### **JOB SUMMARY:**

Employee performs responsible, confidential duties and routine administrative functions.

### **CHARACTERISTICS/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answers telephone, takes and relays messages and responds to phone inquiries.
- Assist at counter answering questions and helping the public in researching information contained about our programs.
- Administrative and clerical procedures and systems such as word processing systems, filing and records management systems and other office procedures and terminology.
- Makes and confirms appointments as directed and receives and schedules visitors.
- Organizes and maintains files of records and correspondence of both a routine and confidential nature.
- Utilizes a computer to maintain a variety of records enters and updates data.
- Reviews system and practices to ensure compliance with State's procedures, regulations and standards.
- Tracks and follow up on documentation, case files or other assignments to ensure appropriate timelines are met and action completed.
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Attends and participates in all mandatory training requirements.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

- High School graduate, or the equivalent, with at least three years of experience in general clerical procedures, preferably with experience in general office procedures, computer entry or equivalent combination of education and experience.
- Program-related education and training may be required.
- Must be able to follow instructions and work under pressure
- Skill in operating a typewriter, personal computer, various printers, fax machine, and other office equipment are necessary.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Language skills – ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public. Requires skill in the application of office methods and procedures.
- Reasoning ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

- Special Qualifications: Valid Texas driver's license and insurance as required by the State of Texas, reliable transportation.

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, see hear, walk, handle objects and tools and reach with arms and hands.
- The employee must occasionally lift and/or move up to 20 pounds.

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Must obtain and maintain valid Food Handler's Certification
- Webb County Drug and Alcohol Policy apply to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:** Works under the direct Supervision of the Manager of Nutrition Programs, subject to Webb County Personnel Policies.

**EVALUATION:** The Meals on Wheels program Administrative Assistant's work is evaluated formally once each year by the Supervisor. Interim reviews are conducted through informal conferences and status reports.

**FUNDING DURATION:** This position is funded by grant and county funds. If funding ends, this position may be eliminated or downsized.

**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.

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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