



Administrative Assistant

Planning

PPD/11
Pay Grade: 12

JOB SUMMARY

This position is responsible for providing administrative assistance for the operations of Planning Department.

MAJOR DUTIES

- Provides customer services; answers telephone and greet visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.
- Processes requests for payments and purchase orders.
- Maintains calendars.
- Maintains and updates statistical reports.
- Maintains a variety of reports and logs.
- Monitors and maintains participating lists and statistics.
- Maintains files and records.
- Maintains personnel files; processes payroll.
- Maintains supply inventory; makes purchases as needed.
- Prepares inter-office correspondence and memoranda.
- Sorts and distributes mail.
- Manages jury lists and related documentation.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of court and departmental policies and procedures.

- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of modern office equipment.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Planning Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and court policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the operations of the court. Successful performance contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, judges, vendors, defendants, law enforcement personnel, and the general public.
- Contacts are typically to give or exchange information, 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 and courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over part time and temporary personnel.

- 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 covered*** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations and all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years experience or service.
- Must have a high school diploma or GED from an accredited institution.
- Must be able to type 35 wpm.

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