

HIDALGO COUNTY CONSTABLE PRECINCT 3

Administrative Assistant - *Additional Duties*

Duties in addition to current job description and are not limited to the following:

Have a thorough knowledge of all County of Hidalgo policies and procedures to include the areas of purchasing, risk management, and auditing.

Performs as an office manager and responsible for its efficient and safe operation.

Prepares and maintains all documentation for civil and criminal process, arrest warrants, and tax warrants.

Prepares purchasing forms, orders and keeps current inventory of all supplies.

Will oversee all departmental travel arrangements and advance request for training and their final travel reports.

Establishes and maintains manual and/or computerized office files and recorded; will be responsible for sensitive and confidential files.

Collects all services fees, issue official county receipts for all incoming monies. Makes reports of all fines and/or fees collected the Constable's Office.

Maintains and prepares weekly and monthly reports as required by the County Treasurer's and Auditor's Office.

Will assist the Constable in writing grants, maintaining grant records, and submit required reports to grantor.

Will maintain all statistical information on truancy and illegal dumping programs.

Reviews incoming documents for assignments, make files and file in proper folder, make entry of all documentation issued in each case onto a daily log, make cover sheet and file.

Will oversee all department timekeeping functions, to include time sheets, comp-time records, and annual leave.

Will keep records of all inter-local agreements with all other governmental entities.

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HIDALGO COUNTY
BUDGET OFFICE