

HIDALGO COUNTY COUNTY JUDGE'S OFFICE

Job Title: Administrative Aide I

FLSA Status: Non-Exempt

Department: 110

Civil Service Status: Non-Exempt

SUMMARY

Performs multiple tasks for the staff of the County Judge's office. This position reports to an elected official and department head. Must be capable of assisting the agenda coordinator in preparing the agenda and any related tasks for the weekly commissioner's court meeting. Must be capable of completing detailed paperwork and handling numerous projects at the same time. Shall perform all other duties as directed by the County Judge or by the Assistant Chief Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May prepare agendas, materials, related thereto and see that all legal requirements are met.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- May receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.
- Should maintain a professional appearance and business attire.
- Should maintain confidentiality with private matters of the County Judge's office
- Assists office staff as requested or assigned.
- Regular attendance is a must.
- Ability to work well with others.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- High school diploma or GED is preferred.
- Bilingual in English and Spanish is essential. This is not preference but a must due to current demographics of our population in Hidalgo County.

OTHER SKILLS AND ABILITIES

- Ability to complete reports and answer routing correspondence.
- Ability to apply common sense understanding and direct staff in written, oral, or diagram form.
- Ability to supervise and communicate effectively with staff and the public.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County Judge.
- Must have knowledge of computers and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current valid Texas Motor Vehicle Operator's license.
- Must be able to be insured by the county's insurance carrier.
- Must have liability insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Handling financial affairs effectively and honestly
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all department's safety regulations.