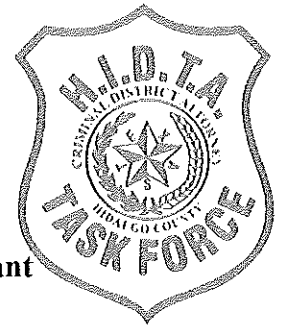


Hidalgo County H.I.D.T.A. Task Force



Job Title: **South Texas Region H.I.D.T.A. Administrative Assistant**

Summary of Duties: The South Texas HIDTA administrative assistant is under the direct supervision of the South Texas HIDTA financial manger. The administrative assistant is primarily responsible for the day-to-day operation of the South Texas HIDTA Regional Office. Such daily duties generally include but are not limited to receiving official visitors; answering and monitoring all incoming calls; scheduling appointments; maintain and order office supplies; preparing all travel arrangements; responsible for receiving and distributing all correspondence; processing all account payables for review by financial manger. Duties also require supporting the financial manger and the administrative needs for other office personnel as required.

Duties: Perform duties as directed by the Financial Manger, STR HIDTA, which, at a minimum, include:

- Operating on a daily basis Microsoft Office Professional Suite programs, multi-line telephones, facsimile, recording and copier devices.
- Recording and drafting minutes of quarterly Executive business meetings.
- Arranging and coordinating business trips, many nationwide.
- Preparing the documentation need for travel and submitting for reimbursement.
- Establishing and maintaining official business directories and filing system.
- Coordinating semi-annual LEA business conferences.
- Receiving visitors, dignitaries, and other persons daily for the STR HIDTA.
- Drafting and/or preparing business correspondence daily
- Receiving, answering, screening, directing, and making official telephone calls.
- Scheduling and maintaining weekly, monthly, and annual business calendars.
- Receiving, reviewing, mailing, and maintaining official correspondence.
- Order and maintain supplies for daily office administration.
- Assist the Financial Manger

Other Duties and Responsibilities, but not limited to:

- Through knowledge of ONDCP/HIDTA grant rules and regulations.
- Develop and maintain a productive working relationship with Local, State, and Federal Law Enforcement Agencies to include all STX HIDTA Initiative.
- Maintain spreadsheets on office accounts.
- Coordinate and announce training to Local, State, and Federal Law Enforcement Agencies to include all STX HIDTA Initiative.

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

Computer Knowledge:

Must have some personal computer knowledge. Ability to learn new computer software. Must be familiar with MS Windows products. Ability to type 35-45 words per minute.

Education and/or Experience:

High school diploma or equivalent

Language Skills:

Ability to read, analyze and interpret legal documents. Ability to respond to common inquiries or complaints