

HIDALGO COUNTY TAX OFFICE/MOTOR VEHICLE DEPARTMENT

Job Title:	Administrative Assistant	FLSA Status:	Exempt
Dept No:	140-001	Service Status:	Exempt

SUMMARY:

Performs a variety of clerical procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Tax Assessor/Collector with any duty assigned;
- Responsible for all Tax Assessor/Collector files;
- Responsible for maintaining budget in coordination with all purchases throughout the year;
- Review and answer correspondence, compose letters and office forms;
- Type correspondence and other documents and materials, using a typewriter and/or word processing software;
- Use spreadsheet and/or database software to input and retrieve information;
- Establish and maintain records and files related to Tax Office;
- Conduct research, as needed to respond to routine questions by taxpayers;
- Review and process documents requiring basic knowledge in Tax field;
- Prepare and mail response to routine inquiries;
- Prepare and issue documents according to specific instructions or established guidelines;
- Perform other clerical duties as required, including filing, coding recording information making copies, sorting, and distributing mail, faxing and shredding;
- Prepare time sheets;
- Responsible for Refund Records;
- Proofread records or forms;
- Address envelopes or packages;
- Deal with the public and solve taxpayer problems in person or by telephone, convey messages and make telephone calls;
- Must be flexible and available to perform other duties as assigned. Must have good judgment, be courteous, cooperative, maintain a good attendance record and be properly dressed for the job;
- Must be able to perform consistently and effectively under extreme pressure;
- Must observe all rules and safety procedures;
- Must comply with all board of Tax Professional requirements;
- Regular attendance is a must;
- Ability to work well with others;
- Perform any 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 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 duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED with courses in typing, plus a minimum of one (1) year of responsible managerial work experience, preferably with governmental entity; OR
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
- Bilingual preferred;

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;
- Provide letter of recommendation from previous employer;
- Provide copies of diplomas and certificates of achievements;

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of customers or employees of organization;
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals;
- Ability to compute rate, ratio and percent to draw and interpret bar graphs;
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;

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 condition 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 departments' safety regulations;