

HIDALGO COUNTY
COUNTY JUDGE'S OFFICE

OLD
JOB DESCRIPTION -

JOB TITLE: Administrative Aide I FLSA STATUS: Non - Exempt

DEPARTMENT: 110-006 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 of assigned.
- Regular attendance is a must.
- Ability to work well with others.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and 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 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.

HIDALGO COUNTY
COUNTY JUDGE'S OFFICE

NEW
JOB
DESCRIPTION

JOB TITLE: Administrative Aide II FLSA STATUS: Non - Exempt

DEPARTMENT: 110-006 CIVIL SERVICE STATUS: Non - Exempt

SUMMARY:

The employee assigned to this position performs multiple administrative tasks for the staff in the office of the County Judge. This position reports to the County Judge and to the Chief Administrator. This position is responsible for sorting mail and for assisting in the preparation of correspondence and reports. This position provides clerical and administrative assistance to administrative assistants and other management and technical staff. This position will assist in the completion of and/or will be assigned projects for the County Judge or other management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Represents the County Judge's Office in person and/or by telephone, assisting the general public by offering assistance or referrals. (New)
2. Responsible for establishing and maintaining official documents and records in appropriate files.
3. May receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.
4. Distributes routes and processes incoming and outgoing mail. (New)
5. Should maintain a professional appearance and business attire.
6. Should maintain confidentiality with private matters of the County Judge's office
7. Orders office supplies and equipment and maintains appropriate inventory or other records. (New)
8. Coordinates committee or other meetings and may be required to take and transcribe minutes. (New)
9. Work with management or other staff on multiple projects. (New)
10. Performs 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 EXPERIENCE:

- Bachelor's degree or equivalent with at least three (3) years of administrative or clerical experience. Education and experience can be substituted for one another with a maximum substitution of two (2) years.
- Bilingual in English and Spanish is essential. This is not preference but a must due to current demographics of our population in Hidalgo County.