

HIDALGO COUNTY

Office of the Public Defender

JOB TITLE: ADMINISTRATIVE ASSISTANT III **FLSA STATUS:** NON-EXEMPT

DEPARTMENT: 085 **CIVIL SERVICE STATUS:** NON-EXEMPT

GENERAL JOB DESCRIPTION:

Performs complex administrative work including supervision of clerical staff. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. May train and supervise the work of others. The employee in this position works under general supervision with moderate latitude for the use of initiative and independent judgment in the performance of assigned administrative, fiscal, and clerical duties and responsibilities.

EXAMPLES OF WORK PERFORMED:

1. Prepares, interprets, and disseminates information concerning county programs and procedures.
2. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
3. Participates in the planning and execution of precinct programs and initiatives.
4. Develops, coordinates, and maintains record keeping and filing system, both manual and automated.
5. Responds to inquiries regarding rules, regulations, policies, and procedures.
6. Coordinates meetings, conferences, and seminars.
7. Assists in the development of administrative or technical assistance policies and procedures.
8. May assist in compiling and analyzing data, making calculations, and preparing reports.
9. May assist in the preparation of presentations for office meetings or conferences.
10. May research, compose, design, or edit office publications such as brochures, forms, and manuals.
11. May develop training materials.
12. May train others.
13. May supervise the work of others.
14. Performs other related work as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with major course work in Business Administration, or related field and four (4) years of responsible administrative experience. Two years of the related experience may be substituted for each year of the required education with a maximum substitution of three (3) years.

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS, KNOWLEDGE, AND ABILITIES:

1. Knowledge of office practices and administrative procedures.
2. Skill in standard office equipment and software.
3. Ability to implement administrative procedures and to evaluate their effectiveness.
4. Ability to interpret rules, regulations, policies, and procedures.
5. Ability to communicate effectively, to train others, and to supervise the work of others.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 up to 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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
- Demonstrating intellectual capabilities

Effectively handle work environments 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:

Employee is required to follow all County and departmental safety regulations.