

Williamson County Job Description

Dept: County Judge

Job Title: Office Specialist

FLSA: Nonexempt

Pay Grade: 17

Effective Date: Oct 2010

JOB SUMMARY:

- Responsible for professional assistance with day to day legal operations in support of the Legal Advisor to the Williamson County Commissioner's Court.

ESSENTIAL DUTIES:

- Reports directly to the Legal Advisor to the Commissioner's Court.
- Provides support to the Legal Advisor with drafts, reviews, revisions and negotiations of contracts / agreements to which Williamson County is a party to. This excludes road bond projects and condemnation matters.
- May be required to attend Commissioner's Court hearings and Benefit Committee meetings.
- Responds to incoming telephone calls, takes messages and routes to the appropriate staff member.
- Responsible for assisting the Legal Advisor with Public Information Requests and ascertains compliance with the Public Information Act.
- Assists in drafting contracts, agreements and other legal documents.
- Researches, analyzes law sources such as federal, state and local statutes and cases, recorded judicial decisions, legal articles, constitutions and legal codes.
- Performs other administrative duties such as scheduling appointments, providing information to callers, composing and proofing correspondence, reading and routing incoming mail.
- Prepares affidavits of documents and maintains document files.
- Frequent communication with various county staff members and departments, elected officials, Attorneys and the general public.
- Must readily comply with departmental and county-wide policies and procedures.
- Related special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

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PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to various county staff members and departments, elected officials, Attorneys and the general public.

ENVIRONMENTAL FACTORS:

Work is primarily indoors in an air-conditioned, smoke free office. Continual work at a computer keyboard. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. This is an FLSA non exempt position.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent with 3-5 years in a support position within a legal environment working with day to day operations assisting Attorney's. Basic understanding of legal drafts, briefs and the Texas Public Information Act is essential. Must maintain confidentiality of Attorney – Client privileges at all times. Ability to work effectively with co-workers, employees and supervisors in a pleasant, professional manner. Must have strong organizational skills and proven ability to maintain accurate and detailed records. Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines. Must be mature, dependable, resourceful, and able to work independently and to maintain strict confidentiality. Proven knowledge and experience with system software such as Oracle, Microsoft Excel, 10 key calculators by touch, fax and copy machines. Typing speed of 55 wpm. Excellent interpersonal, oral and written communication skills. Subject to criminal background check.

PREFERRED:

Formal Paralegal training. Prior Public Sector work experience.

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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Legal Advisor
Job Title of Supervisor

Signature of Supervisor

Date

County Judge
Job Title of Department Head

Signature of Department Head

Date

Comments:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.