

Administrative Assistant

OPENING DATE 03/27/2024

SALARY To be determined

JOB TYPE Full-Time

DEPARTMENT Kleberg County Attorney Specialized Task Force

CLOSING DATE Until Filled

SUMMARY

Under the direction of the Commander and the Asst. Commander, the Incumbent performs a variety of complex administrative and secretarial duties which require a knowledge of departmental policies and procedures. Examples include: 1) preparation and dispatch of correspondence of both a public and confidential nature; 2) scheduling and arranging appointments, conferences, public meetings, etc. for the Commander and Agents 3) acting on behalf of the Commander in response to calls, inquiries from the public, and requests from various law enforcement officials; 4) preparation and compilation of both recurring and special reports. data summaries, etc. Exercises judgment in maintaining efficient operation of the department's Inner office and its administrative processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares documents and correspondence requiring considerable knowledge of department policies, law enforcement procedures, or specialized subject matter, often Involving confidential Information.

Carries out direct secretarial support services for the Commander and other administrative staff.

Assists In preparation of annual departmental budget, as well as monitoring expenditures and preparing budget amendments.

Establishes and maintains administrative files (personnel, purchasing, etc.), as well as both manual and/or computerized files of a confidential nature.

Assists in preparation of documents, agenda items, and/or presentations for Commissioners Court. Establishes and maintains necessary files, forms, and procedures. Reviews and follows up as needed.

Maintains data collection system for personnel, statistical and other special data needs.

Makes appointments and arranges meetings for the Commander, Asst. Commander and Agents.

Assists In the implementation of departmental projects and grants as directed by the Commander or Asst. Commander.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from four-year college or university plus a minimum of two years of administrative experience; or two years of college plus a minimum of four years of administrative experience.

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of business English, spelling, punctuation and arithmetic, office practices, equipment and materials. Knowledge of department and County operations and policies.

Ability to exercise independent judgment regarding the use and release of sensitive and/or confidential information.

Ability to communicate effectively both orally and in writing.

Ability to use a personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages.

Ability to type at a speed of at least 40 wpm. May be required to take shorthand or speedwriting at a speed sufficient to record and transcribe letters and minutes of meetings.

Ability to establish and maintain effective working relationships with other county employees and officials, other agencies and the general public.

Please submit resumes to Kleberg County Attorney Specialized Task Force at:

tfadmin@southtexasastaskforce.com

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