



CALDWELL COUNTY
Job Description

Job Title: EEU Admin Assistant **Salary: \$ 40,000.00**
Department: District Attorney **FLSA Status:** Non-Exempt
Location: Lockhart, Texas **Prepared by:** Human Resource Dept.

SUMMARY

Under moderate supervision, performs a variety of clerical and administrative duties in support of the Caldwell County Environmental Enforcement Unit (EEU). Uses independent judgment interpreting and applying procedures and precedents to specific cases.

SUPERVISION RECEIVED

Duties performed at request of Sr. Investigator, Jr. Investigator and under supervision of the District Attorney and Assistant District Attorney assigned to the Unit.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and carries out duties involved in daily activities of the EEU.
- Assists the public and acts as a liaison between the EEU, courts, other agencies, and the public.
- Drafts schedules, memos and letters for members of the EEU.
- Delivers and picks up legal documents and other materials related to cases.
- E-files legal documents with appropriate courts, and provides general case preparation support.
- Receives and processes intake communications for Environmental issues and complaints
- Answers telephone calls and greets visitors, provides information and assistance; takes messages
- Assists and answers questions from the public received in person, by phone or by email regarding the status, disposition, pending actions or other aspects of cases.
- Sorts, logs and distributes incoming mail and documents. Performs filing duties. Makes copies when appropriate.
- Drafts correspondence, charts, spreadsheets and reports.
- E-files legal documents with appropriate office.
- Assists in preparing cases. Collects, organizes and prepares evidence, information and other legal materials needed by attorneys.
- Responds to environmental inquiries. Takes initial steps to resolve citizen complaints and ensures department policies and procedures are met.
- Helps initiate new cases and updates the status of existing cases in a case management system.
- Organizes and scans documents into a document imaging system.
- Indexes each document by entering the appropriate category codes and descriptions so that

documents can be retrieved quickly using a variety of data elements.

- Uses scanning software to input information and capture images and perform quality assurance.
- Performs quality verification procedures on scanned documents prepared by co-workers.
- Maintains radio and phone contact with investigators. Processes information received from investigators and updates investigators with information.
- Works with the Unit Director on special projects.
- Performs statistical analysis and produces activity reports.
- Prepares and mails notices to individuals subject to enforcement.
- Notifies investigators of outstanding warrants. Tracks warrants currently being worked. Works with investigators in clearing outstanding warrants.
- May collect restitution and perform cashier duties.
- Performs other job-related duties as assigned.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

Completion of one (1) year of College or (1) year of clerical experience, including familiarity with legal procedures, terminology, the court system, and customer service;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Must pass criminal background check.

Class 'C' driver license required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Environmental laws, rules, regulations, and guidelines.
- Policies, practices, procedures, and legal terminology related to the court system.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems, including but not limited to, Microsoft and other common law office programs, including Word, Access, Excel, and other related programs.
- The internet and social media, including Facebook and Instagram.
- Business letter writing, grammar and punctuation, and report preparation.

- Office procedures and protocol.

OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, Word, Excel), and database programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work. Problem Solving abilities, to work independently with minimum direction. Manage time well and perform multiple tasks, and organize diverse activities. Work well under pressure and exercise tact in trying situations.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms, climb stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing and/or squatting. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

ALL APPLICATIONS NEED TO BE DELIVERED TO THE CALDWELL COUNTY DISTRICT ATTORNEY'S OFFICE ATTENTION FRED WEBER.