



## **Caldwell County**

### **Administrative Assistant**

Job Title: CVE Administrative Assistant  
Department: Highway Patrol  
Location: Luling, TX

Salary:  
FLSA Status: Non-Exempt  
Prepared by: Human Resources  
Department

\*Applications will be accepted until the position is filled.

\*Please return job application to HR Office (Kristianna Ortiz) 1<sup>st</sup> floor Caldwell County Courthouse.  
You may also email your application to [kristianna.ortiz@co.caldwell.tx.us](mailto:kristianna.ortiz@co.caldwell.tx.us).

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under general supervision, the Administrative Assistant for the Department of Public Safety performs clerical office, secretarial and reception duties and provides support services to the Department of Public Safety staff. The work involves filing, daily customer relations, word-processing, and mail distribution. This position facilitates the work of the Department of Public Safety and has an immediate impact on the operation of the Department of Public Safety in Caldwell County.

#### **Responsibilities**

- Assists troopers with preparing arrest and search warrants.
- Completes research of pending court cases and verifies court documents with County and District Clerk to finalize disposition of entrusted property evidence.
- Works with local law enforcement agencies, the District Attorney's Office, the County Clerk's staff, the Juvenile Probation Department and others in the researching and conducting of background records searches.
- Provides assistant to the court clerk as required.
- Provides direction on where to obtain answers for general traffic law questions, payment of fines warrants, and arresting agency information.
- Receives office visitors and telephone calls while answering routine inquiries on general traffic law questions. Screens calls or callers routing to appropriate personnel and places outgoing calls.
- Takes messages and refers to appropriate Department of Public Safety personnel.
- Schedules appointments and keeps calendars for the D.P.S. Highway Patrol Sergeant and Troopers stationed in Caldwell County. Court liaison.
- Primary point of contact for the sale of Crash Records.
- Sorts, copies and files forms, reports, correspondence and related documents.
- Conducts research related to the specific case or situation.
- Conducts research of records regarding pending actions.
- Analyzes complex data.
- Burn digital photos to compact disk.
- Examines letters, forms, documents or reports for accuracy and reports for discrepancies to supervisor.
- Verifies, allocates, and posts detail of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer

printouts.

- Summarizes details in separate ledgers or computer files.
- Maintains D.P.S. records and files according to D.P.S. guidelines as well as court documents.
- Maintains various inventory and records.
- Compiles reports to show statistics such as receipts and expenditures, accounts payable and receivable, profit and loss, contracts and expense forms and other items pertinent to operation of business. Posts information to departmental, fiscal or other records.
- Maintain departmental budgets and balance line items.
- Gathers, collates, classifies and posts information to department records and computer system.
- Types standard forms, notes, correspondence and other materials from rough draft and dictating equipment. Transcribes from voice recordings.
- Completes data entry as needed into Odyssey and Logos accounting software. Performs data entry to purge files.
- Operates office machines including scanner, photocopier, fax, calculator, typewriter, and adding machine.
- Distributes incoming mail, and processes outgoing mail. Routes and reads incoming mail. Locates and attaches appropriate file to correspondence to be answered.
- Picks up and delivers written materials and supplies to various locations.
- Requisitions supplies and maintains various inventory and records.
- Assures the services delivered meet quality and timeliness standards.
- Performs other 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.*

## **Knowledge Required**

- Exceptional knowledge of the operations of the Department of Public Safety.
- Exceptional knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Exceptional knowledge of modern business office practices and procedures.
- Exceptional knowledge of court documents including law enforcement legal terminology.
- Exceptional knowledge of grammar, punctuation, and spelling.
- Exceptional knowledge of basic windows applications and word processing specifically Microsoft Word, Excel, Logos and Odyssey.
- General knowledge of principles and practice of public relations.
- General knowledge of department forms, rules, procedures, codes and guidelines.
- General knowledge of basic record keeping and filing procedures.
- General knowledge of Caldwell County regulations, policies, and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.

## **Required Skill**

- Proficient secretarial skills.
- Exceptional skill in telephone etiquette and customer relations.
- Exceptional skill in workload management.
- Exceptional skill in following established procedures.
- Exceptional skill in operating standard office equipment, such as personal computers, calculators, photocopiers, fax machines, multi-line telephones.
- Exceptional skill in providing information and assistance to office staff, visitors and callers.
- Exceptional skill in gathering, compiling, analyzing data and maintaining complex records.
- General skill in interviewing techniques and interacting with people in all socio-economic levels.
- General skill in performing basic mathematical calculations.
- General skill in establishing and maintaining effective working relationships with D.P.S. staff, County Officials and the general public.
- General skill in documenting, reading, understanding and maintaining records.
- General skill in basic bookkeeping and report preparation.
- General organizational skills.

- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General typing skills of 30-40 wpm or greater.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Education and/or Experience**

Any equivalent combination of experience or training may be substituted on a year for year basis.

- Requires High School diploma or equivalent.
- Requires two years full time experience in secretarial, office/clerical including records maintenance and data entry.
- Must successfully complete all security clearance requirements to include:
  - Criminal History (TCIC/NCIC)
  - Driver License Check

#### Other Qualifications, Certificates, Licenses, Registrations

- Notary Public may be required.
- Class C Driver License.

### **Supervision**

- The Administrative Assistant is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Administrative Assistant is responsible for carrying out assignments as well as handles problems and deviations from the work assignments in accordance with instructions, policies or accepted practice.
- The Administrative Assistant contacts the supervisor concerning deviations, problems and unfamiliar situations.

### **Guidelines**

The Administrative Assistant must use judgment in locating and selecting the proper policies, precedence and procedures for application to specific cases or problems. This position must have a strong work ethic. The Administrative Assistant must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

### **Emotional Demands**

This position must handle a stress level of dealing with contacts within the general public, Caldwell County Departments and D.P.S. officials throughout the State of Texas. The Administrative Assistant meets with contacts in a structured setting at the Department of Public Safety. The contacts are generally cooperative. This position must obtain, clarify or give facts to Caldwell County employees, D.P.S. officials and members of the outside public.

### **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 essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, climb, walk, kneel or stoop, crouch, crawl or balance.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.
- Regularly required to sit.

### **Work Environment**

While performing the duties of this job, the employee works in an office setting. The work involves

everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Caldwell County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Caldwell County.

I further understand that my employment is terminable at will so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

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Employee Signature

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Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: