



**CALDWELL COUNTY**  
***Job Description***

<b>Job Title:</b>	Part-Time Admin. Assistant	<b>Salary:</b>	\$18.50 an hour
<b>Department:</b>	Constable Pct. 1	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	405 E. Market St. Lockhart, Texas	<b>Prepared by:</b>	Human Resources Dept.

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

\*Please return job application to Caldwell County Human Resources, 1<sup>st</sup> floor Caldwell County Courthouse, or you can email a PDF version to [kristianna.aranda@co.caldwell.tx.us](mailto:kristianna.aranda@co.caldwell.tx.us). Address: 110 S. Main Street, Lockhart, TX, 78644 & Phone: 512-359-4662

### **SUMMARY**

We are seeking a detail-oriented and organized Administrative Assistant to support daily office operations and ensure efficient workflow. The ideal candidate will be proactive, professional, and capable of managing multiple tasks while maintaining a high level of accuracy and confidentiality.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Constable Pct. 1 and the Chief.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide general administrative and clerical support to management and staff
- Answer and direct phone calls, emails, and other correspondence
- Schedule meetings, appointments, and maintain calendars
- Prepare reports, presentations, and documents as needed
- Maintain organized filing systems (physical and electronic)
- Order office supplies and manage inventory
- Coordinate travel arrangements and expense reports
- Assist with data entry and database management
- Greet visitors and provide excellent customer service
- Support special projects and perform 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 the director.*

## **QUALIFICATIONS**

- High school diploma or equivalent (associate or bachelor's degree preferred)
- Proven experience as an administrative assistant or in a related role
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong written and verbal communication skills
- Excellent organizational and time-management skills
- Ability to prioritize tasks and meet deadlines
- Attention to detail and problem-solving skills
- Professional demeanor and positive attitude

## **PREFERRED SKILLS**

- Experience with office management
- Basic bookkeeping knowledge
- Ability to handle confidential information with discretion
- Strong interpersonal skills and ability to work in a team environment

## **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 accommodation 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 sit, stand, use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 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 accommodation 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.