

Job Description: SECRETARY I (COUNTY JUDGE)

CLASS NO. 110

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Oversee the Chambers County Law Library and perform all tasks associated with the upkeep of the library. Assist with all duties related to the county judge's office, general secretarial tasks.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with the general public. Has frequent contact with county officials, employees, state and federal officials. Will maintain accurate commissioner's, probate, criminal and civil court files; assist in court procedural duties, assist with setting up bills for payment, and performs general secretarial tasks required in the county judge's office.

EXAMPLES OF WORK

Essential Duties*

Oversee the law library which includes shelving books, ordering new books, updating books and helping the public with online research; order, receive and distribute legal books for county offices including Justices of the Peace, Constables, County Attorney, District Attorney, District Judge, County Clerk, District Clerk, Sheriff, Juvenile Probation, County Judge, Environmental Health and County Commissioners.

Accurately file, log, and maintain county commissioners, probate, civil, and criminal court documents and paperwork;

Assist with purchasing and budget procedures including setting up bills for payment;

Update office manuals;

Assist in tasks associated with commissioner's court, county court and other assigned court procedures/duties;

Type various business documents: letters, memos, resolutions and other documents as necessary;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 110 (Continued)

Perform general office secretarial duties, to include; copying, filing, typing, data entry, word processing, answering phones, taking messages;

Forward mail, documents and/or fax messages to appropriate parties as required;

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office procedures

Skill/Ability to: operate standard office equipment, including typewriter, calculator, and computer using standard word processing software, and other standard office equipment including copy and fax machines; prepare memos, resolutions; utilize correct business English, spelling, and punctuation; and establish and maintain effective working relationships with co-workers, county officials and employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, plus at least one year of related clerical office experience.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Notary Public

There will be a 90-day probation period.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012