

Jim Wells County
Position: Administrative Secretary
Department: County Judge
Status: NON-EXEMPT
Pay Scale: Bi-Weekly/Salary

Position Summary:

The Administrative Secretary performs general office functions to support the County Judge and Executive Administrative Assistant in the daily operations of the office.

Essential Duties and Responsibilities:

- Answer phones professionally, take messages as needed, and direct calls to the appropriate department.
- Greet visitors courteously and direct them to the correct department if necessary.
- Process purchase orders by stamping received invoices/documents with the current date, assigning fund line item numbers, obtaining signatures from the Executive Administrative Assistant or County Judge, filing copies alphabetically, and forwarding originals to the Auditor's Office.
- Create purchase orders by documenting the date, invoice number, itemized purchases, and verifying totals for accuracy.
- Assist the Executive Administrative Assistant and County Judge with calendar management.
- Receive documents requiring signatures from the County Judge and County Auditor; return signed copies promptly via email.
- Review the Auditor's payment/bills report and track outstanding purchase orders against vendor statements.
- File timesheets alphabetically for departments under the County Judge.
- Manage correspondence and phone communications in the Executive Administrative Assistant's absence.
- Perform mailroom duties as needed, including delivering mail to the post office.
- Assist with organizing the annual safety/employee appreciation luncheon.
- Schedule weddings performed by the County Judge.
- Prepare coffee for Commissioner Court meetings.
- Manage the credit card log, ensuring proper checkout/return, and filing receipt copies.
- Review incoming faxes and stamp them with the date received.
- Refill copy machine paper as needed.
- Notify the Executive Administrative Assistant of low office supplies.
- Monitor and respond to emails daily.
- Assist the County Judge with additional duties as assigned.
- Post holiday closure notices on courthouse entrances one week in advance.
- Log County vehicle check-in/out when used by departments.

Qualifications:**Education and Experience:**

- High school diploma or GED required; associate's degree or some college preferred.
- Minimum of 2 years of administrative or clerical experience; government or legal setting a plus.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office (Word, Excel, Outlook) and general office equipment.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple tasks, meet deadlines, and work independently.
- Familiarity with Open Meetings Act and Public Information Act is a plus.
- Professional demeanor and ability to work with elected officials, department heads, and the general public.

Working Conditions:

- Office environment; standard hours with occasional extended hours for meetings or events.
- May require lifting of light office supplies or boxes.

Jim Wells County does not discriminate based on race, creed, color, national origin, gender, age or disability.

I, _____, have been presented with the job description for the Administrative Secretary. The requirements for this position have been discussed with me and I agree that I can perform the functions of this job.

Signature

Date