

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0273  
Grade: 106  
FLSA: Nonexempt

Prepared by: Treasurer's Department  
Date Prepared: October 2004  
Date Updated: 03/09

### **Administrative Assistant I County Treasurer**

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 essential functions.

#### **Summary**

Under general supervision, the Administrative Assistant I for the County Treasurer's Office performs technical administrative duties and provides support services to the County Treasurer's staff. The work involves, bank reconciliations, daily deposit calculations, bookkeeping, word processing, and the mail preparation for Hays County. This position facilitates the work of the County Treasurer's staff and has an immediate impact on the County Treasurer's Office.

#### **Responsibilities**

- Follows established bookkeeping procedures and standards to perform Justice of the Peace bank reconciliations and daily report reconciliations.
- Audits the fee collection reports of the Justice of the Peace, County Clerk, District Clerk, Adult Probation, Juvenile Probation and Transfer Station.
- Prepares and submits state quarterly reports for fees collected.
- Prepares and submits Indigent Care reports.
- Prepares and submits Motor Carrier Weight Violation reports.
- Prepares and submits Time Payment fee reports.
- Prepares and submits Child Safety fee reports.
- Prepares Transfer Station accounts receivable and reconciles with payments.
- Reconciles cash and checks to daily revenue reports and prepares daily bank deposit slips.
- Follows established bookkeeping procedures and standards to perform bank reconciliations for all county Treasurer's bank accounts.
- Prepares countywide outgoing mail by weighing all mail articles, assessing proper postage and charging appropriate department.
- Ensures that mail postage machine has enough postage by initiating draws and maintaining the Hays County account with the United States Postal Service System.
- Prepares monthly departmental allocations of mail charges.
- Administers countywide sick pool records by maintaining a spreadsheet of hours in the pool and recording all used and donated hours.
- Follows established records management laws and regulations regarding document destruction and appropriately records all shredded items.
- Prepares longevity pay sheets for each individual employee in Hays County.
- Assists payroll with insurance change forms for each individual employee in Hays County during open enrollment.
- Assists payroll with merit change forms and verifies current salary for each individual employee in Hays County.
- Assists Staff Assistant with accounts payable audits as needed.
- Assists Staff Assistant with timesheet calculations and data entry as needed.
- Maintains deposit warrant records.
- Issues manual receipts as needed.
- Sorts and files forms, reports, correspondence and related documents.

- Examines letters, forms, documents and reports for accuracy.
- Maintains countywide employee records and files.
- Types forms, letters and materials from rough drafts.
- Performs data entry as needed into The Software Group system.
- Operates office machines including photocopier, rizzo, fax, calculator, typewriter, mail machine and adding machine.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to supervisor.

### **Knowledge Required**

- General knowledge of Hays County regulations, policies and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.
- General knowledge of grammar, punctuation, and spelling.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- Exceptional knowledge of basic bookkeeping.
- Exceptional knowledge of basic record keeping and filing procedures.
- Exceptional knowledge of basic windows applications and word processing specifically Microsoft Word.

### Required Skill

- Exceptional skill in money handling.
- Exceptional skill in operating standard office equipment such as personal computers, calculators, photocopiers, fax machines, mail machines and multi-line telephones.
- Exceptional skill in basic bookkeeping and report preparation.
- General skill in establishing and maintaining effective working relationships with County staff and the general public.
- General skill in documenting, reading, understanding, and maintaining employee payroll records.
- General skill in reception, telephone etiquette and customer relations.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

### Education and/or Experience

- Requires High School diploma or equivalent.
- Requires six months full-time experience in secretarial, office/clerical, bookkeeping or related work or any equivalent combination of experience and training.

### Other Qualifications, Certificates, Licenses, Registrations

- Bilingual preferred. (Spanish and English)

### **Supervision**

- The Administrative Assistant I is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, and completeness.
- The Administrative Assistant I is responsible for carrying out assignments independently.
- The Supervisor assists this position with deviations, problems and unfamiliar situations.

### **Guidelines**

The Administrative Assistant I 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 I must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

**Emotional Demands**

This position must obtain, clarify or give facts to county employees and members of the outside public. The Administrative Assistant I meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative.

**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 his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel, or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee regularly works in a normal 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 and 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 Hays 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 employ of Hays County.

I further understand that my employment is terminable at will so that both Hays 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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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