

# **ROBERTSON COUNTY**

## **JOB DESCRIPTION**

**Position Title:** Administrative Assistant

**Department:** Texas Department of Public Safety Highway Patrol Division and Robertson County Commissioners' Court

**FLSA Classification:** Non-Exempt

**Position Status:** Full-Time (Time to be split between DPS and County)

**Supervisor:** TBD

**Salary:** TBD

**Position Summary (DPS):** Assist the Texas Department of Public Safety (State Agency) in generating, reviewing, filing, corresponding, and distributing confidential legal records to Robertson County offices timely for court processing. Acting as a liaison between State and County. Assisting supervisor and coworkers in any office secretarial and administrative duties as needed or requested for official state business. Assisting the Texas Department of Public Safety with any duties as assigned. Manage office supplies, records, and files. Working under moderate supervision with latitude for the use of initiative and independent judgment.

**Position Summary (Commissioners' Court):** The Administrative Assistant provides clerical and administrative support to ensure efficient operation of the county office. This position assists department staff by handling daily office tasks, managing records, preparing reports, responding to inquiries, and performing a variety of duties that support the overall mission of the county government.

### **Essential Job Functions (DPS):**

- Perform all required secretarial duties to ensure smooth office operation including but not limited to answering phones, faxes, and emails. Responding to inquiries, receive, sort, and distribute mail, documents, and forms timely. Maintain inventory of office supplies, order supplies, while maintaining budget.
- Properly route paperwork completed by the members of the Texas Highway Patrol by the required deadlines while ensuring that all privacy laws and policies are adhered to.
- Maintain a roster of personnel in office, district, and county as well as maintain office schedule for personnel in office with meetings, court, and activities.
- Sale of crash reports to the public, as well as correspondence of

- inquiries and open records request to the public or law firms.
- Update and maintain manuals, files, assignments, policy.
  - Attend work as scheduled, observe approved work hours in accordance to leave and attendance policy through Robertson County.
  - Act as Notary Public for voluntary statement, complaints, or depositions etc.
  - Perform all other duties as assigned.

**Essential Job Functions (Commissioners' Court):**

- Answer and direct phone calls, emails, and in-person inquiries in a professional and courteous manner.
- Prepare and edit documents, reports, memos, and correspondence.
- Maintain physical and electronic filing systems for department records and documents.
- Schedule meetings, appointments, and maintain departmental calendars.
- Process incoming and outgoing mail and packages.
- Assist with data entry and the preparation of departmental reports and forms.
- Handle confidential information with discretion.
- Support the preparation of agendas and minutes for departmental or public meetings.
- Coordinate supply inventory and order office materials as needed.
- Assist with public-facing services, such as permit applications, records requests, or public notices.
- Perform all other duties as assigned.

**Additional Job Duties:** Any other duty assigned by the supervisor within the scope of the Department.

**Minimum Qualifications:**

- High school diploma or GED required; associate degree or higher preferred.
- Minimum of 2 years of administrative or clerical experience, preferably in a government or public service environment.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.
- Strong written and verbal communication skills in English language. Verbal communication skills in Spanish language is a plus.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and work independently.
- Ability to pass a criminal background check due to sensitive information being handled.

**Required Skills for DPS:**

Obtain or acquire Notary Public certification, working knowledge or ability to rapidly assimilate information related to TXDPS, State and Federal Regulations, legislation, guidelines, policies, and procedures. Organizational and prioritizing skills in a constant changing environment. Effectively prioritize and meet multiple and conflicting deadlines without sacrificing accuracy, timeliness, or professionalism. Provide professional customer service to those who want crash reports or assistance with crash related issues. Exercise poise, tact, diplomacy, positivity and maintain DPS core values: Integrity, Excellence, Accountability, and Teamwork. **No typing test will be required.**

**Preferred Skills for DPS:** All required skills above, including, self-sufficiency and proficiency in systems including CAPPS, Share Point, and Microsoft Office. Ability to learn and adapt to new systems. Maintain positive working/professional relationships with internal/external stakeholders.

**Working Conditions:**

- Working indoors typically in office environment; frequent use of computer and telephone.
- May occasionally be required to attend meetings outside of normal business hours.

**Physical Requirements:** Occasionally lift up to 50 pounds of paper boxes, water or deliveries.

**LIMITATIONS AND DISCLAIMER:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The job description IN NO WAY STATES OR IMPLIES that these are the only duties of the employee.

**JOB DESCRIPTION:**

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with state and federal laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Employee's Signature

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Date

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Department Head Signature

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Date

**Application for Employment is available upon request from County Judges office or via email: [shelley.smith@co.robertson.tx.us](mailto:shelley.smith@co.robertson.tx.us).**

**Submit completed Application and Resume by 4:00pm on September 8<sup>th</sup>, 2025 to County Judges office or via email: [shelley.smith@co.robertson.tx.us](mailto:shelley.smith@co.robertson.tx.us).**