

## LAVACA COUNTY JOB DESCRIPTION

DEPARTMENT: County Judge's Office  
JOB TITLE: Executive Assistant/Office Manager  
SUPERVISOR: County Judge

CLASS NO.: EEOC: Office/Clerical  
PAY GROUP: FLSA: Non Exempt

GENERAL FUNCTION: This is general office work under the direction of the County Judge. Work involves secretarial and record keeping duties. Contact with the public is required. position of Maintenance Supervisor and assists with Supervises the

## EXAMPLES OF WORK PERFORMED:

1. Commissioner's Court Meeting agenda preparation and posting and posting of Court Members Assembly when applicable.
2. Officials' meeting folder preparation to include all supporting information.
3. Notifying officials of special meetings, budget hearings, etc.
4. Prepares, types and files official correspondence, including letters of appointment, letters to affected persons, parties, government entities regarding court action, proclamations, resolutions, etc.
5. When needed, assist the Commissioner's office in the preparation of sealed bid advertisements, bid packets, proposal advertisements and mail/email/fax bid packets to bidders in a timely manner.
6. Mental commitments and related mental health matters.
7. Performs injury/accident procedures, forms, phone calls involving County employees and Workman's Compensation.
8. Daily maintenance and monitoring of Judge's schedule and keeping the Judge on schedule, scheduling of Judge's appointments including administrative, judicial (criminal and civil) and ceremonial commitments.
9. Works directly with attorney offices to schedule probate, guardianship, occupational driver's license, civil and juvenile hearings.
10. Maintains Judge's criminal court docket to accurately reflect all settings before him on court day.
11. Handles calls by potential jurors that are asking for exemption or postponement of jury service.
12. Arrangements and reservations for the Judge's out of town commitments including schools, seminars, conferences, conventions, etc.

13. Filing of all paper and electronic items regarding all aspects of the Judge's office and maintenance of the office file system.
14. Monitor and respond to the Courthouse fire alarm system in office.
15. Receive and relay maintenance related work and needs from the Judge or others to the Courthouse maintenance personnel.
16. Pick-up, review and distribution of mail for the Judge, Commissioner's, OSSF Office and Veteran's Service Office.
17. Respond to emails received in a timely manner.
18. Assists the Judge with preparation of the annual office budget.
19. Welcome, greet and assist office visitors, answer telephone, fax duties.
20. Assist the judge with the annual safety and service awards and other special functions and events to include retirement observances, swearing in ceremonies, etc.
21. By designation, represent the Judge at ceremonies, social functions and certain meetings at the judge's discretion.
22. Attending of regular and special meetings and budget hearings for recording of information for Judge's use and being available to handle tasks as directed by the Judge.
23. Maintenance of law books in the Judge's office.
24. Perform light housekeeping duties in the office to help maintain a clean and professional condition and appearance.
25. Oversees the swearing in ceremony of newly elected officials and prepares necessary paperwork to complete being sworn in.
26. Attend continuing education, training seminars and schools.
27. Maintain schedule for use of Commissioners' Courtroom and Annex Courtroom.
28. Maintain Commissioners' Courtroom (lights, furniture, air conditioning/heat) for meetings, criminal and civil court settings, etc.
29. Assist County Commissioners as requested, i.e. making copies, phone calls and other related tasks.
30. Assist with minor maintenance duties at the Courthouse and Annex in absence of maintenance staff.

31. During times the Judge performs his duties as Emergency Management Director and/or during times of emergency, assist the Judge and the Emergency Management Coordinator and the Assistant Coordinator with any and all tasks as assigned and needed.
32. Knowledge and understanding of the Blackboard Connect System and ability to place an emergency message on the system to disseminate to a specific area of the county or county wide in the event of an emergency.
33. Assist citizens of Lavaca County in updating or adding contact information in the Blackboard Connect System (reverse 911 calling system) that is used in the event of an emergency.
34. Maintain emergency contact information for county employees.
35. Photograph new employees for county ID badge purposes.
36. Serves as liaison person between the County, local residents and land owners and the USDA Texas Wildlife Services during the annual Predatory Animal Control Program in Lavaca County.
37. Assists the Judge and County Auditor by making copies of the individual budgets being proposed and submitted by the various officials and departments during the annual budget preparation process.
38. Notary public for County business.
39. Assists the Judge in handling commitment documents for the mentally ill or alcoholic patients for admittance to the State Hospital and/or substance abuse treatment centers.
40. Prepares and executes Certification of Birth Fact Forms.
41. Interviews applicants for pauper assistance.
42. Processes necessary papers in right of way acquisitions and coordinates communications with the Texas Department of Transportation officials and County negotiator.
43. Works directly with Statutory Probate Judges to coordinate the use of County Courtroom space for probate matters being heard by them.
44. Issues timely notice to all Lavaca County Newspapers and local radio station of County Holidays or unexpected closures.
45. Keep Lavaca County Web Page updated with timely information.
46. Communicate with CIRA (Community Information Resources Agency) on any changes with the server.
47. Communicate with Commissioner's Court as to what information should be added to the web page.

48. Communicate with the Public as to any suggestion or requests for the Web Page.
49. Request email addresses for new county employees and ensure that unused email addresses are deleted in a timely manner.
50. Respond when a photo is needed for County business, take pictures and either email or print pictures when required.
51. Subject to call after hours, weekends and holidays.
52. Performs related duties and tasks as assigned and needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Copier, radio transmitting equipment, computer, calculator and telephone. Requires knowledge of general office procedures, ability to type rapidly and accurately; needs to have some knowledge of the internal functions and interaction of all county departments and requires the ability to deal with the public in an effective and congenial manner.