**POSITION AVAILABLE**

SHERIFF’S OFFICE

ADMINISTRATIVE ASSISTANT

# Essential Duties and Specific Responsibilities include but are not limited to:

* + Greet the public as they come in and direct them appropriately
  + Answer all nonemergency telephone calls promptly and direct calls to the appropriate person or take a message
  + Assist dispatch and take controlled burn calls
  + Daily errands to pick up paperwork, etc., from the Courthouse, Auditor’s Office, County Clerk, District Clerk, County Judge, County Attorney, Bank and Post Office
  + Open, sort and distribute incoming correspondence, including mail, faxes, and emails
  + Order and pick up supplies needed for the office
  + Assist jail on visitation day for inmates
  + Collect any bond money paid to the jail, apply bond money on charge for jail and deposit, take in out of county bonds from mail or in person
  + Release cash bond money and cut check to be sent by certified mail
  + Mail off TDCJ inmate packets for jail
  + Print radio logs each morning for civil process, pull original paperwork and prepare for deputy to serve
  + Track and return all served or unserved civil papers
  + Assist deputies daily with corrections on reports, computer issues, printing and copying of reports, and turn in paperwork to the courthouse for night deputies
  + Review and organize case files for all deputies and file
  + Handle expunctions that are mailed into our office
  + Take in all deputies tickets daily and mail out to the correct JP Office
  + Organize all receipts and balance the Sheriff’s Office account
  + Assist and sign up individuals that wish to sign up for the Deputy Santa Program
  + Record all donations that come in for the Deputy Santa Program

1. **Qualifications**
   * Proficient in computer skills and knowledge of programs, or have the willingness to learn
   * Possess a valid Texas Driver’s License and appropriate insurance coverage to use county vehicles related to official duties
   * Ability to work some flex hours for special events and activities related to office duties.
   * Able to prioritize and multi-task work effectively
   * Pass all required county screenings

# PROFESSIONALISM

* + Maintains an appropriate work schedule
  + Ability to work well independently as well as part of a team
  + Self-motivated, able to work under pressure plus work with a diversity of cultures
  + Build trust and rapport with all clientele
  + Possess administrative and organizational skills and pleasant telephone personality
  + Maintains a neat front office
  + Maintain confidentiality on client information

Applications can be picked up at the Fayette County Sheriff’s Office at 1646 North Jefferson St, La Grange, TX 78945. Ph. 979-968-5856. Please contact Deputy Chief, Randy Noviski at the Sheriff’s Office for any questions.