**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.