

The Limestone County Judge's office is now accepting applications for the position of Administrative Assistant. Applications may be picked up and submitted between the hours of 8:00 am and 5:00 pm, Monday through Friday, at the County Judge's Office, County Courthouse 200 West State Street, Ste. 101, Groesbeck, Texas 76642. Applications will be received until **Friday, June 24, 2022.**

Incumbent will perform a variety of administrative tasks, including managing phones and emails, scheduling appointments and planning meetings.

For this position, incumbent should also have excellent verbal and written communication skills. Incumbent should be able to ensure that the day-to-day office operations of the County Judge's Office run smoothly.

Responsibilities include:

**Plan meetings**

Answer phone calls, provide information to callers or connect callers to appropriate people

Schedule appointments and update calendar

Compose and type regular correspondence

Process invoices, reports and other paperwork.

Prepare agendas for Commissioners' Court meetings.

Develop, implement and improve office policies and procedures

Monitor IT needs and responses for all county offices

Monitor maintenance needs and responses for all county offices

Review and process employee payroll

Process insurance claims, automobile damage claims

Process workers compensation claims

**Requirements:**

Proven work experience as an administrative assistant

Understanding of office management and daily operations

General computer experience, word-processing, spreadsheets, etc.

Working knowledge of office equipment, printers and fax machines

Excellent written and verbal communication skills

Strong interpersonal skills

Strong organizational and time-management skills

High School degree; additional qualifications as a personal assistant or secretary will be a plus

Contact Richard Duncan at 254-729-3810 for more details.