



JUSTIN CARAWAY
Hamilton County Sheriff

1108 South Rice Street
Hamilton, Texas 76531

(254) 386-8128 Office
(254) 386-8762 Fax

Isaac Partain
Chief Deputy

Administrative Assistant

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements for senior staff such as booking education and training classes and hotel reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Provides information by answering questions and requests regarding FOIA.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Completes Purchase Order requests and follows-through with receipt reconciliation.
- Completes Crime Statistics Reports.
- Maintains and manages records for fleet maintenance and management.
- Compiles and audits Officer training files.

Administrative Assistant Skills and Qualifications:

- Ability to operate and organize multiple computerized software applications.
- Ability to produce accurate reports based on database compilations.
- Ability to receive, organize, and process FOIA requests,
- Ability to obtain TLETS Certification.

Education and Experience Requirements

- High school diploma or equivalent education required
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

Must be able to pass a Criminal History Check and extensive background investigation.

Pay is set at 32,000.00 Annually Depending on Experience

Please send applications/ Resumes to Chief Partain chief@hamiltoncountytexas.org