



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Administrative Assistant	<u>Effective Date:</u>	August 2025
<u>Department:</u>	Commissioner's Court	<u>Division:</u>	Commissioner's Court
<u>Accountable to:</u>	Chief of Staff	<u>Salary:</u>	\$18.23 - \$21.87

Primary Objectives

Performs intermediate work coordinating and providing various, administrative functions for the daily operation of the Commissioner's Court (the governing body of Victoria County). Carrying out the duties, policies, objectives and assigned projects of the County Judge and Commissioners.

Supervision Received

Work is performed under the limited supervision of Chief of Staff.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Responsible for compiling, creating, and filing the weekly agenda for Commissioner's Court meetings as well as monthly boards and commission agendas. Coordinating with various departments, gathering relevant information and documents, and ensuring the agendas are accurate and properly formatted.
2. Carries out general office administrative duties such as managing office supplies, maintaining records, creating documents, drafting legal documents, and handling filing tasks. Proficient in using office software and equipment to complete these tasks efficiently and accurately.
3. Acts as a point of contact for the public and internal departments. Responds to inquiries and concerns in person, over the phone, and via email promptly and professionally. Possess strong communication and interpersonal skills to address various needs effectively and maintain positive relationships.
4. Attends to all concerns and needs of their supervisor(s) in a proactive and efficient manner. They provide support by coordinating schedules, managing communications (in person, over the phone, via text, and email), organizing meetings and appointments, and performing any other tasks necessary to assist their supervisor(s) effectively.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and considerable (3-5 years) experience required.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.