



## **KARNES COUNTY JUDGE - ADMINISTRATIVE ASSISTANT**

**POSITION SUMMARY:** Provides a variety of accurate general, clerical support work involving typing and/or data entry skills for the County Judge in accordance with departmental procedures and regulations. May have primary specialized clerical duties assigned but should be capable of performing all essential functions.

### **ESSENTIAL FUNCTIONS:**

- Schedule, create and prepare all Commissioners Court documents for Court Agendas that include:
  - a. Collecting reports, agenda materials and managing required monthly/yearly statutory court agenda items.
  - b. Filing and posting of all court agendas as required by statute.
  - c. Coordinating all presentations and agenda items with elected officials and presenters.
- Grant Administration – (Texas General Land Office: CDBG-DR, Downtown Revitalization, FAST Grant, Community Development Fund; Texas Water Development Board, Texas Department of Public Housing, Texas Department of Emergency Management, Texas Department of Transportation – County Transportation Infrastructure Fund)
- Administrator of the Karnes County Food Bank and responsible for the management and recordkeeping of all monthly distribution with the San Antonio Food Bank.
- Assist with special projects and general project management for the Karnes County Judge.
- Manage the Karnes County website, job postings and other materials on the website as needed.
- Manage and oversee all official advertisements and social media accounts for Karnes County (including Facebook, Facebook Live interviews, YouTube, Zoom meetings and publications).
- Schedule appointments, meetings and hearings for County Judge (including probates, guardianships, and juvenile hearings).
- Answer calls, manage the County Judge's email, provide public records/notices, review contracts and invoices, maintain confidential files and other administrative duties for the County Judge.

### **MACHINES, TOOLS, EQUIPMENT:**

- Computer and related software, telephone, fax machine, shredder, copier, typewriter, calculator, printers and video equipment

### **QUALIFICATIONS:**

- High School Diploma or GED. 1-3 years of general office experience with municipal/county government exposure (Highly Desirable). Valid Texas Driver's License. Must submit to criminal background check.
- Preferred: Bachelor's Degree in Public Administration, Business Administration or related field.

**HOW TO APPLY:** Please complete the Karnes County Employment Application located at <http://www.co.karnes.tx.us/page/karnes.Jobs.Openings> and also submit your resume to [wade.hedtke@co.karnes.tx.us](mailto:wade.hedtke@co.karnes.tx.us) & [justin.meyer@co.karnes.tx.us](mailto:justin.meyer@co.karnes.tx.us).