



# **Karnes County Job Description**

## **ADMINISTRATIVE ASSISTANT - SHERIFF**

Department	Sheriff Department	FLSA Status	Non-Exempt
Reports To	Sheriff	EEO Classification	Administrative Service Workers
Salary	\$40,000 Annually (\$19.23/hour)	Date Approved	
Employee Signature		Supervisor Signature	

### **Position Summary**

Provides a variety of accurate general, clerical support work involving typing and/or data entry skills and bookkeeping for the Sheriff Department. May have primary specialized clerical duties assigned but should be capable of performing all essential functions.

### **Working Conditions**

General office and sedentary. May be required to walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. Frequently required to stand for short periods. Specific vision abilities required by this job include close vision and distance vision. Use of personal computing equipment, telephone, multi-functioning printer and calculator. May witness unprofessional or inappropriate conduct by visitors, family of inmates or inmates. May be exposed to bodily fluids such as blood, exposure to contagious diseases such as TB and exposure to stressful conditions. Evening or overtime work is required on an infrequent basis. Local and day travel is required on an infrequent basis.

## **ESSENTIAL FUNCTIONS**

### **Job Function**

- Assists Sheriff with messages and correspondence.
- Manages civil process records that have to be distributed to the Officers to serve and returns to proper court of record.
- Gathers and compiles Sheriff Office bills and send to auditor's office for payment.
- Gathers and compiles patrol vehicle gas receipts, compares to bill and sends to auditors for payment.
- Gathers and sorts all money and receipts with bail bonds as received at the County Jail and deposits at treasurer's office.
- Operates telephone switchboard to answer, screen or forward calls and provides information, takes messages or schedules appointments for the Sheriff, Chief Deputy and other employees.
- Hears and resolves complaints from customers or the general public.
- Provides data to the Sheriff that will be presented to the Commissioners Court. Performs general office duties in support of the Sheriff and other county officers.
- Performs other duties, special projects and assignments as assigned.



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### **QUALIFICATIONS**

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"><li>• High School Diploma or equivalent</li><li>• Required to complete 40 hours of Law Enforcement continuing education training every 24 months</li></ul>	<ul style="list-style-type: none"><li>• At least 6 months' experience providing secretarial support</li></ul>	<ul style="list-style-type: none"><li>• Valid Texas Driver License</li></ul>	<ul style="list-style-type: none"><li>• Criminal background check</li><li>• Drug Test</li><li>• MVR</li></ul>	<ul style="list-style-type: none"><li>• Report writing skills</li><li>• Secretarial skills</li><li>• Computer skills</li></ul>

#### **Special (Additional) Notes**

Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation, which are held until 90 days are complete.

#### **Application Instructions:**

To apply for the Karnes County Sheriff Department Administrative Assistant position, please complete the Karnes County Employment Application located at <https://www.co.karnes.tx.us/upload/page/1040/docs/Karnes%20County%20EMPLOYMENT%20APPLICATION%20Update%20102023.pdf> Then email the Karnes County application, a cover letter and resume to [elaine.simmons@co.karnes.tx.us](mailto:elaine.simmons@co.karnes.tx.us).

Questions regarding the position may be directed to [elaine.simmons@co.karnes.tx.us](mailto:elaine.simmons@co.karnes.tx.us) or (830)780-5162.

The position will be posted until it is filled.