



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Administrative Assistant I	<b>Job Number</b>	617-0273-070721
<b>Department Head</b>	County Clerk	<b>Date Open</b>	July 7, 2021
<b>Salary Range Minimum</b>	\$11.88 Hourly	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

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### Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School degree or equivalent.
- Requires two years general office or secretarial experience.

### Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.

### Responsibilities

- Performs general clerical duties including answering the telephones, filing and typing correspondence.
- Assists the general public via telephone with information pertaining to various questions.
- Logs in all mail pieces.
- Scans documents for uploading into Odyssey database.
- Compares documents and images to ensure all pages scanned accurately
- Enters, indexes, and scans information into computer system with attention to detail and accuracy.
- Files, records, indexes and researches records.
- Processes and maintains official records such as land records, UCC records, assumed name records, birth and death records, marriage licenses and miscellaneous records.
- Operates personal computer and scanning equipment to enter and retrieve information.
- Re-shelves files and prepares additional files for extension of existing file.
- Organizes file room space.
- Performs other duties as assigned.

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### Summary

Under general direction, the Administrative Assistant I performs a variety of clerical functions to process and maintain official records and documents of Hays County. The product of the employee's work affects the operation of the department that may include the well being of the immediate staff and the citizens of Hays County.

**Individuals in this position serve at the pleasure of the current elected official.**

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Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**