



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Administrative Assistant I	<b>Job Number</b>	720-0273-041422
<b>Department Head</b>	Veterans Services Officer	<b>Date Open</b>	April 14, 2021
<b>Salary Range Minimum</b>	\$24,700.76 - \$37,050.01 Annual	<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)

### Education and/or Experience

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

- Requires High School diploma or GED.
- Requires two years full time experience in secretarial, office/clerical, or related work.

### Other Qualifications, Certificates, Licenses, Registrations

- Bilingual preferred. (Spanish and English)
- Notary Public may be required.
- Class C Driver's License.

### Responsibilities

- Receives office visitors, telephone calls, faxes, and mail while answering routine inquires and screens calls or callers.
- Coordinates and manages the transportation to VA Clinics and Hospitals for the Hays County Veterans.
- Maintains office expenses.
- Receives, interprets, and processes information.
- Takes messages and refers callers to appropriate staff.
- Sorts and files forms, reports, correspondence, and related documents.
- Attends meetings for and reports to supervisory personnel.
- Prepares documents for filing.
- Prepares monthly reports.
- Examines letters, forms, documents or reports for accuracy and reports for discrepancies to supervisor.
- Maintains departmental records and files.
- Gathers, collates, classifies, and posts information to assigned department records and computer system.
- Collects fees and maintains fee collection records.
- Types standard forms, letters and other materials from rough draft and dictating equipment.
- Assists with data entry as needed into the assigned computer system.
- Operates office machines including photocopier, fax, calculator, typewriter, and adding machine.
- Picks up, sorts, and delivers mail, written materials and supplies to various locations.
- Requisitions supplies and maintains various inventory and records.
- Schedules appointments and keeps calendars.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to supervisor.
- Performs other related duties as requested.

### Summary

Under immediate supervision, the Administrative Assistant performs moderately complex administrative and clerical support in the Veterans Service Office. The work involves data entry, daily customer relations, filing, word-processing, and mail distribution.

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.**