



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Justice Administrator	<b>Job Number</b>	639- 0895-050422
<b>Department Head</b>	Constable Precinct 5	<b>Date Open</b>	May 4, 2022
<b>Salary Range Minimum</b>	\$2,739.65 - \$4,109.51 Monthly – Dependent on Experience	<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 HCHR
- Via email - [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

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

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, 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 administrative support, secretarial, clerical or related experience, including bookkeeping or accounting experience.
- Experience in a law enforcement, legal, or court related environment preferred.

### Other Qualifications, Certificates, Licenses, Registrations

- Bilingual preferred. (Spanish and English)
- Notary Public will be required.
- Class C Driver's License required.
- TCIC/NCIC certification preferred.
- The ability to obtain TCIC/NCIC certification in a timely manner required.
- TCOLE Telecommunication License preferred.

### Responsibilities

- Receives office visitors and telephone calls while answering routine inquiries and screens calls or callers.
- Relays information to deputies using multiple forms of communication devices, including a two-way radio system.
- Receives information from deputies, interprets and processes the information and reports to the Constable or other supervisory personnel as required.
- Takes messages and refers to appropriate Constable's staff.
- Sorts and files forms, reports, correspondence, and related documents.
- Attends meetings for and reports to supervisory personnel.
- Prepares and verifies billing documents and submits to internal and external entities.
- Prepares documents for filing.
- Prepares monthly and weekly reports and submits them as required.
- Examines letters, forms, documents, or reports for accuracy and reports discrepancies to the Constable or other supervisor personnel as required.
- Maintains departmental records and files.
- Gathers, collates, classifies, and posts information to assigned department records and computer system.
- Collects fees issues receipts and maintains accurate fee collection records.
- Types standard forms, letters and other materials from rough draft and dictating equipment.
- Assists with data entry as required into the assigned computer system.
- Operates office machines including computer, telephone, radio, 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 the Constable or other supervisory personnel as appropriate.
- Performs other related duties as requested.

### Summary

Under immediate supervision, the Justice Administrator performs clerical, office, secretarial and reception duties and provides support services to the Constable's staff. The work involves radio communication with deputies, data entry, daily customer relations, filing, word-processing, and mail distribution. This position facilitates the work of the County Constable and staff and has an immediate impact on the operation of the Constable's Office.

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

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.**