



**KENEDY COUNTY**  
**Sarita, Texas 78385**

### **JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE SECRETARY TO COUNTY JUDGE**

**DEPARTMENT: COUNTY JUDGE**

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### **GENERAL DESCRIPTION**

The Administrative Secretary is a County Wide, full-time, non-exempt position that coordinates, facilitates and /or performs administrative, secretarial, and legal support duties to the County Judge, and Commissioners. Duties include answering various inquiries from both county employees and the general public. Cross trained to perform duties of County Court Coordinator to include scheduling of court, preparation of dockets and notices. Provides Grant documentation support and Budget support. This is a non-supervisory position and reports to the County Judge.

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### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- ❖ Coordinates the Judge's calendar and schedules all meetings with the Judge, Commissioners, Elected officials and department heads.
- ❖ Reception of contacts from telephone, email, and in person. Directing office traffic flow to the proper departments and persons. Sort and process incoming and outgoing mail.
- ❖ Functions as a county representative for the County Judge's Office to all other county departments and outside contacts.
- ❖ Process monthly invoice of phone bills for Appraisal District and Ground Water.
- ❖ Process monthly health & dental invoice for Appraisal District.
- ❖ Perform court coordinator duties of scheduling court dates, creating the dockets and distributing them to the proper offices, creating the notices and mailing to defendants, attorneys, and bail bonds.

- ❖ Attending County Court and filling in the dispositions of cases.
- ❖ Assigns court appointed attorneys and processes paperwork for indigent defendants incarcerated in county jail.
- ❖ Coordinates adding defendants to the dockets, creating order of release forms, and recalling warrants forms.
- ❖ Coordinate yearly county wide cybersecurity training mandates and monitor completion.
- ❖ Coordinate insurance renewals for vehicles, buildings, elected official bonds, liability insurances.
- ❖ Prepare and process invoices from outside vendors, including water and wastewater.
- ❖ Register, calculate, and make travel accommodations for the Judge, Commissioners, and Maintenance for conferences/trainings.
- ❖ Attends and maintains yearly training for court coordinator and risk management.
- ❖ Attends and takes minutes for all Commissioner's Court meetings and emails to administrative assistant.
- ❖ Emails to all dept heads for agenda items and inform them of deadline for submission.
- ❖ Gather all agenda item paperwork to be scanned and sent to Commissioners and copied for Commissioner's Court folders.
- ❖ Assist with budget time, budget workshop, creating the new budget to be posted on County website and newspaper.
- ❖ Balance County Judge's Budget, non-departmental budget, interlocal agreements budget, create budget amendments for the end of year, and assist other departments with their end of year budgets.
- ❖ Create & mail certified letters for tall grass, abandoned vehicles, condemned homes, and follow up to ensure compliance.
- ❖ Fills out grant paperwork & reports needed on government websites for SAM, ARPA, SLFRF, HOME GRANTS, COLONIA GRANTS, BRIC GRANTS, CTIF GRANTS, and HAZARD MITIGATION GRANTS.
- ❖ Create binders and maintain all grant documents for audit purposes.
- ❖ Create RFI & RFQ for grants and send out via email to specified recipients and newspaper publications.
- ❖ Stay up to date with trainings and webinars regarding updates with government grants.
- ❖ Coordinate with Deputy Treasurer to gather needed documents for grant payments and for auditors.
- ❖ Ensure all yearly government grant compliance reports are submitted on time and are accurate.
- ❖ Create and submit job listing for maintenance to newspaper and workforce, coordinate applicants for interviews, conduct background checks and schedule drug testing.
- ❖ Attending all executive meetings with the County Judge to record the minutes.

## **KNOWLEDGE OF:**

- ❖ Professional customer service skills.
- ❖ Telephone etiquette.
- ❖ Personal computer skills and software, MS Word, MS Excel, MS PowerPoint.
- ❖ Word Processing skills.
- ❖ Standard office procedures, policies, and office equipment.
- ❖ Business letter writing and report preparation.
- ❖ Basic mathematical and accounting principles.
- ❖ Organization and record keeping.
- ❖ County government decorum, rules, and procedures.
- ❖ County court rules and laws.

## **ABILITY TO:**

- ❖ Consistently be on time for work and maintain normal business hours.
- ❖ Be an adaptive learner, work well with others and independently.
- ❖ Perform multiple tasks simultaneously and in a timely manner.
- ❖ Be detail oriented, understand and follow verbal and written instruction.
- ❖ Communicate clearly and concisely, both verbally and in writing.
- ❖ Perform research regarding items needed to perform the daily duties and other items that will come up.
- ❖ Obtain, maintain, and keep confidential files secured.
- ❖ Properly interpret and make decisions in accordance with state laws, county regulations and policies.
- ❖ Work with safety requirements and promote good safety practices.
- ❖ Establish and maintain effective working relationships with county officials, government officials, and the public.
- ❖ Travel for yearly training and certifications.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 pounds. Work is primarily conducted indoors.

Maintain mental capacity which permits making sound decisions and using good judgement, working in a semi-stressful environment.

Be available for work beyond standard workday or work week hours, as necessary.

## **EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

### EXPERIENCE

Reasonable amount of experience working with county government and/or office setting.  
Word processing skills, taking dictation for letters and documents.

### TRAINING

HS education or GED equivalent  
Personal computer skills, word processing skills

Applications will be accepted through May 22, 2025, 5 p.m.  
To obtain an application, please go to the Kenedy County website, <https://www.kenedycountytexas.gov/page/kenedy.Jobs.Openings> , or obtain one from the County Judge's Office at the courthouse. You may email your applications to [gsalinas@kenedycountytexas.gov](mailto:gsalinas@kenedycountytexas.gov) or turn them into the County Judge's Office.