



Office Manager

Job Description

Exempt: No

Safety Sensitive: Yes

Department: County Judge

Reports To: County Judge and County Administrator

Location: County Judge's Office

Salary: \$51,000.00

GENERAL DESCRIPTION OF POSITION

The Office manager is the assistant to the County Judge. The incumbent is responsible for providing administrative support to the County Judge's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide support to the County Judge by answering phones calls, scheduling appointments, and managing the calendar. Make copies and order food if needed for meetings.
2. Work with county judge's administrative staff to ensure continuity of administrative support
3. Responsible for payroll
4. Responsible for filing court orders and contracts.
5. Facilitates bid openings; mail bid documents to bidders; answer bid packet questions

6. Maintain legal files, files for the County Administrator.
7. Maintain several calendars and schedule appointments and meetings.
8. Responsible for checking and preparing purchase orders.
9. Responsible for paying bills.
10. Organize and plan special events on behalf of the County Judge and/or Road shop.
11. Assist the County Administrator with duties.
12. Assist the County Road Foreman with duties.
13. Assist with preparing for Quorum Court meetings.
14. Notary
15. Answer phone calls and questions from the public on various topics
16. Order supplies for the office
17. Assist County in responding to emergencies and disasters.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 1 to 6 months related experience or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Notary.

SOFTWARE SKILLS REQUIRED

Advanced: Word Processing/Typing

Intermediate: Alphanumeric Data Entry, Presentation/PowerPoint, Spreadsheet

Basic: Accounting, Contact Management, Human Resources Systems

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

Working knowledge of all office equipment, ability to handle multiple tasks and communicate effectively. Organizational and prioritizing skills a must in order to keep the department operating productively and efficiently.