

Job Title: Administrative Assistant to the Runnels County Sheriff

Company Name: Runnels County Sheriff's Office

Location: 612 Strong Ave. Ballinger Texas, 76821

Job Description: We are seeking an Administrative Assistant to the Sheriff to join our team. The successful candidate will be responsible for supporting the smooth functioning of the Sheriff's Office by handling various administrative tasks and facilitating communication and coordination among different stakeholders. This role offers an exciting opportunity to make a lasting impact for Runnels County and its citizens we serve.

Key Responsibilities:

1. **Managing Correspondence:** Handling incoming and outgoing emails, letters, and other communications. This may involve drafting responses, routing messages to appropriate parties, and ensuring timely responses.
2. **Scheduling and Calendar Management:** Organizing appointments, meetings, and events for managers or executives. This includes scheduling meetings, booking venues, arranging travel accommodations, and managing calendars to ensure efficient use of time.
3. **Data Entry and Record Keeping:** Inputting, updating, and maintaining data in various systems or databases. This may include managing contact lists, updating client information, or organizing files and documents both physically and digitally.
4. **Office Management:** Overseeing day-to-day office operations such as ordering supplies, maintaining office equipment, and coordinating with maintenance personnel. Administrative assistants often ensure that the office environment is conducive to productivity.
5. **Administrative Support:** Providing general administrative support to staff and executives, such as preparing reports, creating presentations, and handling expense reports. This may also involve conducting research, compiling data, and assisting with special projects as needed.
6. **Communication and Liaison:** Acting as a liaison between departments, clients, and external stakeholders. This may involve relaying messages, coordinating information flow, and facilitating communication to ensure smooth operations.
7. **File and Document Management:** Organizing and maintaining physical and digital filing systems. This includes creating and updating documents, ensuring confidentiality and security of sensitive information, and retrieving files as needed.
8. **Meeting Coordination:** Arranging meetings, preparing agendas, taking minutes, and distributing meeting materials. Administrative assistants may also follow up on action items and ensure that meeting outcomes are communicated effectively.

9. **Customer Service:** Providing assistance and support to clients, customers, or visitors. This may involve answering inquiries, directing calls, and resolving issues in a professional and courteous manner.
10. **Time Management:** Prioritizing tasks and managing workload effectively to meet deadlines and ensure timely completion of projects. This requires the ability to multitask, stay organized, and adapt to changing priorities.

Qualifications:

1. **Education:** A high school diploma or equivalent is required.
2. **Criminal History:** Must have a clear criminal history. No convictions above a Class B misdemeanor within the last 10 years. No convictions a Class A misdemeanor over life time.
3. **Computer Skills:** Proficiency in using office software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), as well as experience with other relevant software programs and databases.
4. **Organizational Skills:** Ability to manage multiple tasks, prioritize work efficiently, and maintain attention to detail in a fast-paced environment.
5. **Communication Skills:** Strong written and verbal communication skills are essential for interacting with colleagues, clients, and other stakeholders.
6. **Customer Service Skills:** Ability to provide excellent customer service, whether dealing with internal team members or external clients.
7. **Time Management:** Capability to effectively manage time and meet deadlines.
8. **Problem-Solving Skills:** Capacity to identify issues and propose solutions, as well as the ability to handle unexpected situations calmly and efficiently.
9. **Attention to Detail:** Being thorough and meticulous in tasks such as proofreading documents, scheduling meetings, and managing records.
10. **Adaptability:** Flexibility to adapt to changing priorities and tasks as required by the organization.
11. **Teamwork:** Ability to collaborate with colleagues and work effectively as part of a team.
12. **Confidentiality:** Understanding the importance of maintaining confidentiality when dealing with sensitive information.
13. **Previous Experience:** While not always required, previous experience in an administrative role can be advantageous, especially if it involves similar responsibilities or industry knowledge.

Benefits:

1. \$17.31 an hour, paid bi-weekly
2. 13 paid holidays yearly
3. County paid Blue Cross Blue Shield Health Insurance
4. TCDRS Retirement
5. Paid personal and emergency leave

How to Apply: Contact the Runnels County Sheriff Office at 612 Strong Ave. Ballinger Tx. Or call 325-365-2121.

Application Deadline: 04-15-2004

Equal Opportunity Employer: Runnels County does not discriminate against employees or job applicants based on factors such as race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.