

JOB ANNOUNCEMENT

RECORDS ADMINISTRATIVE ASSISTANT

Uvalde County Sheriff's Office is now accepting applications for the position of Records Administrative Assistant.

Responsibilities

This serves as a summary of duties, but is not a reflection of all duties required.

- Performs routine clerical and administrative work in answering phones, providing customer assistance, cashiering, data processing, and bookkeeping.
- Answers in-coming calls and routes callers or provides information as required.
- Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Serves as cashier including receipt of payments and posting monies to appropriate accounts.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data into computer from departmental forms; makes postings to various reports; and compiles tabulated data.
- Processes Open Records Request for department records.
- Performs related duties as required.

Minimum Qualifications

- High School Diploma or GED plus some additional training and/or course work in business, public or office administration.
- At least one (1) year of experience performing administrative, clerical, accounting, call center, or similar office support responsibilities.
- Must not have any criminal conviction above the grade of a Class B misdemeanor **or** an arrest of any Class B misdemeanor or above within the past 10 years.
- Must clear the selection process which includes completion of a Personal History Statement (PHS) Form, passing an interview, background investigation, and a drug/alcohol screening.

Good customer service skills, computer literate, Microsoft Excel and Microsoft Office proficiency required, self-motivated, multi-tasking, bilingual helpful.

Uvalde County offers a competitive salary and benefit package.

Applications can be found at www.uvaldecounty.com

Please return application to: Uvalde County Sheriff's Office, Attn: Sheriff Ruben Nolasco 339 King Fisher Lane, Uvalde, TX 78801 (830) 278-4111

Uvalde County is an Equal Opportunity Employer

Job Type: Full-time

Salary: \$25,000.00 - \$27,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance