

Mills County

Job Title: Administrative Assistant & Court Coordinator

Department: County Judge

Position Summary:

Works in the County Judge's Office providing general assistance to the County Judge and administrative support to the County Commissioners

Essential Duties & Responsibilities:

- Daily attendance during courthouse hours (generally 8-5) including answering phones, directing calls and assisting callers (phone, email or in person) in dealing with County Government
- Maintaining and updating County information on County Web page – including review and quality control of all info and links on CIRA hosted and administered site regardless of original source
- Scheduling meetings (including agenda preparation & distribution when appropriate) including scheduling and required notices for County Court and various judicial hearings in coordination with the County Attorney, County Clerk, 35th Judicial District, Attorneys and law enforcement as appropriate,
- Assisting County Commissioners on administrative matters
- Maintaining record keeping and back up of data relating to above matters
- Completing various legal forms, warrants and documents,
- Other tasks as assigned by County Judge

Necessary Skills & Abilities:

- Strong Work ethic (must be able to prioritize and work unsupervised – sometimes for multiple days)
- Confidentiality
- Accuracy (in numbers, math, spelling, grammar etc.)
- Customer Service orientation – cheerful helpful demeanor with strong verbal skills. Must present a helpful face for county government
- Computer skills – including word processing, spreadsheets and PowerPoint. Able to plan and conduct internet research. Sensitivity to computer and data security
- Able to bend over, lift up to 20 lbs. repeatedly and routinely negotiate stairs in a 4-level court house
- Drivers license and access to vehicle to run minor job-related errands