



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> Sheriff's Administrative Assistant	<b>Opening Date:</b> April 28th, 2026	<b>Application Deadline:</b> Open until filled	<b>Job #:</b> 260406
<b>Department:</b> Sheriff's Office	<b>Starting Salary:</b> \$25.40 - \$27.40hr	<b>Location:</b> Bastrop, TX	<b>Travel:</b> Minimal

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** Under the direct supervision of the Sheriff, this position performs a variety of complex secretarial work and administrative duties, including management of complex and varied information requiring knowledge of specialized subject matter; coordinating office schedules, workloads, or procedures, data entry and retrieval of technical and complex statistical data; performs routine receptionist duties in the front office maintaining the confidentiality of Sheriff's Office operations, and also performs specialized projects as assigned.

**Knowledge, Skills and Abilities:** Proficient in personal computer applications and software, including Microsoft Office; demonstrates strong professional customer service skills; and possesses knowledge of effective methods and best practices for supervising staff. Exhibits proper English usage, spelling, grammar, and punctuation in all communications. Able to perform multiple tasks simultaneously in a timely manner, effectively speak to small audiences to convey information, and function independently while exercising sound judgment. Skilled in managing multiple projects and consistently meeting deadlines.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## BASTROP COUNTY, TEXAS Job Description

*Job Title: Sheriff's Administrative Assistant*

**Department:** Sheriff's Office

**FLSA Status:** Non Exempt

**Reports To:** Sheriff

**SUMMARY:** Under the direct supervision of the Sheriff, this position performs a variety of complex secretarial work and administrative duties, including management of complex and varied information requiring knowledge of specialized subject matter; coordinating office schedules, workloads, or procedures, data entry and retrieval of technical and complex statistical data; performs routine receptionist duties in the front office maintaining the confidentiality of Sheriff's Office operations, and also performs specialized projects as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Sheriff.

Exercises no supervision duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Administrative Assistant to the Sheriff
  - Receives phone calls and visitors.
  - Prepares correspondence.
  - Prepares memorandums and maintains files as directed.
  - May create multiple forms and documents for office purposes.
  - Coordinates office functions such as promotional ceremonies, retirement ceremonies, and award events as assigned.
  - Assist co-workers in low-level information technology requests.
  - Performs related work or duties as assigned by supervisor.
2. Police Records Supervisor
  - Manages current and historical offense report libraries according to record retention schedules.
  - Trains new co-workers on all aspects of the Sheriff's Office within their area of expertise to enhance team effectiveness and improve service to the public.
3. Odyssey Database Administrator
  - Controls and maintains rights/roles for all users within the Sheriff's Office in specifically assigned areas.
  - Trains users by conducting training and providing information within their area of expertise.
4. Provides exceptional customer service to County employees & the public, both in person and by phone.

5. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
6. Maintains confidentiality and security of all information and systems.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of or be able to gain skills in:**

Applicable laws as related to the operation of the agency;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Methods and best practices regarding supervision of staff;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures;  
Bastrop County Sheriff's Office Policies and Procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional and courteous manner;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

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

#### **Experience**

Five (5) years of Administrative Assistant experience, prior supervisory experience, experience with public and/or media relations, proficiency in database management, or a four-year degree related to the required experience.

#### **Education:**

High school diploma or equivalent.

#### **Preferred Education**

Bachelor's degree in Business Administrations, Criminal Justice, or related field

#### **Licensing:**

Possession of a valid Texas driver's license.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

### **DRUG & ALCOHOL TESTING:**

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

### **EMPLOYMENT AT-WILL:**

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied. Employment is at-will and may be terminated at any time by either the employer or employee.