

PALO PINTO COUNTY CSCD POSTING

Job Title: Office Manager

Department: Palo Pinto County Community Supervision and Corrections Department

Reports To: CSCD Director

FLSA Status: Non-Exempt

Closing Date: Until Filled

Beginning Salary: Based on Experience (With Benefits)

Educational Requirements: Some college in secretarial sciences, business or a related field preferred, 3 to 5 years of experience in secretarial-administrative work preferably in a legal setting or an equivalent combination of education and related experience.

Departmental Requirements: Perform supervisory and secretarial-administrative work in the CSCD. Job duties include performing personnel administrative functions and preparing and maintaining a variety of records and reports for the Department and the Courts.

Job Tasks: Assigns, directs and supervises clerical staff, ensuring adherence to established laws, policies and procedures. Supports the entire office staff. Performs a variety of administrative functions to relieve supervisor and other professional personnel as necessary including preparing documents, maintaining and processing personnel forms, time sheets, insurance and other correspondence. Process and maintain court documents such as entering new cases, modifications, terminations, etc. in a timely manner. Month end reports include State Report, Collections, Officer Reports, Bank Reconciliations and other duties as assigned. Work closely with the Director to ensure daily operations are handled in a smooth and professional manner.

We are an Equal Opportunity Employer.