

# **MADISON COUNTY ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

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Position Title: Administrative Assistant

Department: County Judge

Reports to: County Judge

Salary Range: \$16.00

Non-Exempt Full-Time Position

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Position Summary: Responsible for assisting County Judge and County Commissioners in fulfilling their duties. Cross trained to perform duties of County Court Administrator to include scheduling of court, preparation of dockets and notices, Must be qualified to be commissioned as a Notary Public and must be experienced with Microsoft 365 (Word, Excel, PowerPoint, Teams, etc.)

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## **Essential Job Functions:**

1. Assisting Commissioners' Court and County Judge with all administrative work as assigned.
2. Drafting requisitions for payment while maintaining the budget for several office functions.
3. Prepare Burn Ban Orders and manage their timeline for expiration.
4. Answers telephone and takes messages for County Judge, Court Administrator and County Commissioners. Directing office traffic flow to the proper departments and persons. Sort and process incoming and outgoing mail.
5. Manage the agendas and associated documents for Commissioners' Court,

Additional Job Duties: Maintain all office files, check and open mail daily, responding to items if able and distributing mail to those in office as needed, manage outgoing mail for the office, maintain office supplies.

**EDUCATION:** High School diploma required. A college degree will be considered in lieu of work experience and training.

**EXPERIENCE:** Four (4) years of general office work is preferred.

**REQUIRED SKILLS:** Excellent verbal and written communication skills with a variety of people. Ability to be a team player while having good interpersonal skills. Excellent skills and knowledge of office computer systems and software. Ability to perform duties well in a deadline-oriented environment.

PREFERRED SKILLS: Ability to work with the public, federal/state/county/local officials, and other employees.

PHYSICAL REQUIREMENTS: Ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel and reach while performing office duties. Ability to lift or move up to twenty pounds Ability to type on computer keyboards, press calculator keys, and utilize office telephones.

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### ***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed: it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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### ***JOB DESCRIPTION***

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This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employee will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

### **APPLICATION INSTRUCTIONS:**

Please submit Madison County Job Application and Resume via email to Donna Cuevas at [countycourt@madisoncountytexas.org](mailto:countycourt@madisoncountytexas.org)

This position opens on 10/1/2025