

Job Announcement

The County of Medina is accepting applications for the position described below:

JOB TITLE: Administrative Assistant, County Judges office

GENERAL STATEMENT OF DUTIES: Performs administrative and clerical duties in the County Judges Office.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Prepares agenda and packets for Commissioners Court meetings and workshops..
2. Coordinates meetings with appropriate County officials, community leaders and others dealing with Medina County Maintains documents, materials and files of all caseloads.
3. Greets and assists customers with a variety of tasks to include receipt, verification and proper processing of various documents and records.
4. Performs administrative duties such as filing, faxing, photocopying, posting notices, distributing county materials, legal postings and maintains website.
5. Serves as the contact for IT, equipment, phone and building repairs and maintenance for County Building.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma or equivalent. Some college, business or accounting related field preferred. Continuing education to include training and law updates.

CLOSING DATE: Position open until filled

Applications may be picked up at the Medina County Human Resource office or may be downloaded from our website, www.medinatx.gov. Applications will be accepted Monday through Thursday from 8-12 and 1-4, and Fridays from 8-12 and 1-3 at:

Medina County Human Resource Office
1300 Avenue M, Room 130
Hondo, TX 78861
(830) 741-6111 Phone
(830) 426-3811 Fax

Medina County is an Equal Opportunity Employer