



NACOGDOCHES COUNTY

Job Opportunity

Position: Court Administrator – Commissioners Court
Department: County Judge & County Commissioners Office
Type: Regular, Full-Time
Starting Salary Range: \$45,121 - \$49,489 per year, depending on experience
plus benefits

Open Until Filled

General Description:

This position is responsible for the daily operations of the County Judge and Commissioners Office and performs various administrative and clerical duties in support of the office. The Court Administrator facilitates the business of the Commissioners Court by: assisting with items to be brought before the court, preparing the court agendas, maintaining agenda materials, attending court meetings and processing post-meeting documentation. The incumbent works with confidential information and must maintain high ethical standards. The Court Administrator acts as a representative of the County Judge and Commissioners and must frequently interact with the public and other county offices. Therefore, the individual in this position must be dedicated to providing excellent public service and to upholding the standards of professionalism.

Knowledge, Skills & Abilities:

- Knowledge of modern office practices and office administration
- Knowledge of basic accounting and budget principles
- Knowledge of and ability to maintain file systems for both paper and electronic records
- Ability to research and understand the Local Government Code and other federal, state and local statutes and regulations and to express that information to others both verbally and in writing
- Ability to read and understand legal documents and interpret that information for others
- Ability to review contracts and determine County obligations and steps to be taken
- Ability to multi-task and maintain a productive work environment
- Ability to work both in a team and independently and to perform duties with speed and accuracy without constant supervision
- Ability to follow instructions, complete assignments and meet deadlines
- Excellent organizational and time management skills
- Strong decision making skills and ability to take the initiative to solve problems
- Ability to establish and maintain professional relationships with co-workers and general public while using good judgment to recognize scope of authority
- Ability to remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to speak and read English and write English using proper spelling, grammar and punctuation
- Excellent verbal and written communication skills and strong reading comprehension skills
- Ability to independently compose letters, memoranda, orders, reports and other documents for the court
- Knowledge and ability to use computers and office equipment with a high level of proficiency
- Knowledge and ability to use MS Word, Excel, Adobe Acrobat and Gmail with a high level of proficiency
- Skill in expressing technical information to non-technical individuals
- Knowledge of and ability to use proper telephone etiquette

Additional Information:

- Work primarily performed indoors with some outdoor exposure
- May be required to travel overnight for conferences or training events
- May require extended hours or overtime beyond normal work schedule

Qualifications:

- High school diploma or G.E.D.
- Minimum of 5 years of experience in office administration
- Minimum of two years of experience in basic accounting or bookkeeping
- Excellent computer skills with a demonstrated proficiency in the use of MS Word, Excel and Adobe Acrobat
- Preferred: supervisory experience
- Preferred: legal clerical experience

Instructions:

Submit the following documents to the address below:

- Completed & signed Nacogdoches County Employment Application
- Resume and professional references (must be attached to the completed application)

Send to:

Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Nacogdoches County is an Equal Opportunity Employer. Nacogdoches County Participates in E-Verify.