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Amanda Navarette

District Attorney
Winkler and Crane Counties
109th Judicial District

109th District Attorney's Office - Crane **Job Description/Title: Part Time Administrative Assistant** **Amended: September 28, 2021**

Brief Description of the Job:

The District Attorney is seeking an administrative assistant for the Crane office. This is a part-time position.

Primary Duties:

- Assist the District Attorney and staff by performing administrative and clerical duties as required to support the activities of a major department within the county.
- Answer telephones, direct calls, and take messages.
- Compile, copy, sort and file records of the office.
- Maintain and update filing, inventory, mailing and data base systems either manually or using a computer.
- Operate office machines such as a computer, phone system, printer, scanner, fax machine, calculators and postage machines.
- Communicate with citizens of Crane County, victims, employees and other individuals to answer questions, disseminate or explain information and address complaints.
- Other duties may be assigned as needed

Education:

- Requires a high school diploma or GED. Some college is preferred.

Experience/Skills:

- Requires 1-year clerical experience. Legal knowledge and background preferred but not necessary.
- Requires knowledge of administrative and clerical procedures such as word processing, spreadsheets, managing files and records, transcription, completing forms, and reports and other office procedures and terminology.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must communicate effectively in writing. Must also have the ability to read and understand information and ideas presented in writing.
- Must understand written sentences and paragraphs in work related documents.
- Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively.
- Must have the ability to concentrate on a task over a period of time without being distracted.

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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, push, pull, bending, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of times. Specific vision required by this job includes both up close and distance vision. Other duties may fall under physical requirements.

Special Conditions:

Criminal background search required. Employee must maintain a valid Texas Drivers' License and valid Texas automobile insurance. Employee will use their personal vehicle to run errands for the office.

Application deadline:

Until Filled

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (OHS), with information from each new employee's form 1-9 to confirm work authorization. Passing a pre-employment drug screen is required.