

## ZAVALA COUNTY

### JOB POSTING

#### APPLICATIONS ACCEPTED

Through February 14, 2023

**Job Summary:** Seeking qualified individual to perform responsible secretarial and administrative support work for the Highway Patrol Service; the ideal candidate will have strong oral and written communication skills, skills in the use of personal computers, and proficiency with Microsoft Office software. The individual may be required to be certified as a Notary Public.

**Job Duties / Responsibilities:** Process warrant dispositions including maintaining and daily updating a recall warrant data bank list and a file on all local active warrants. Maintain applicable records on accidents, firearm qualifications, and performance observations. Check mobile phone records for approval. Order and maintain records for postage distribution. Maintain a list of personnel for the district by station. Obtain statistical information as requested; type and edit documents; maintain records and prepare monthly reports on budget expenditures. Generate and review car reports, travel vouchers, and other forms for accuracy and completeness. Receive and respond to calls, inquiries, etc.; receive, sort, and distribute incoming mail; prepare outgoing mail, and order office supplies as necessary. Order and maintain inventory of supplies; update office calendar of appointments, activities, meetings, etc. Update and maintain manuals; maintain employee time records, and maintain files for the Regions, including repairs, assignments, and calibration. Operate in other capacities, including sale of accident reports and vehicle inspection certificates. May act as notary public for voluntary statements, complaints, depositions, etc. Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies. Perform other duties as assigned.

**Knowledge, Skills and Abilities:** Knowledge of pertinent record-retention, record-keeping systems and generally accepted office procedures/practices. Skill in the proper use of English grammar, punctuation, and spelling and is using standard office equipment including a personal computer with word processing and database software. Ability to compose routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information, interact with all levels of agency management and the general public; and maintain confidentiality of information encountered in work activities.

**General Qualifications and Requirements:** High School Diploma/equivalent. Minimum of 2 years' experience performing general office work including the experience of operating a database. Additional work experience of the type described or other related education may be substituted for one another on a year-for-year basis. May have a Notary Public certification or acquire a Notary Public. If driving is required, must possess a valid driver license from state of residence. Working knowledge of, or the ability to rapidly assimilate information related to TXDPS, State and Federal regulations, legislation, guidelines, policies and procedures. Proficiency with Microsoft Office and appropriate levels of proficiency with utilized software and systems (e.g. CAPPS, SharePoint) and be able to learn new

software/systems. Must demonstrate an ability to exercise poise, tact, diplomacy and an ability to establish and maintain positive, working/professional relationships with internal/external customers. Must demonstrate DPS's core values: Integrity, Excellence, Accountability, and Teamwork. Must be organized, flexible, and able to effectively prioritize in a multi-demand and constantly changing environment; able to meet multiple and sometimes conflicting deadlines without sacrificing accuracy, timeliness or professionalism. Must be able to construct and deliver clear, concise, and professional presentations and/or communications to a variety of audiences and/or individuals. Must demonstrate ability to quickly and efficiently access relevant information, and be able to utilize and/or present research and conclusions in a clear and concise manner. Must demonstrate an ability to perform mathematical calculations, type accurately, examine data/information, discern variations/similarities, and be able to identify trends, relationships and casual factors, as well as grasp issues, draw accurate conclusions and solve problems. Must demonstrate an ability to responsibly handle sensitive and confidential information and situations, and adhere to applicable laws/statutes/policies related to access, maintenance and dissemination of information. Must be able to work in a safe manner at all times, avoiding shortcuts that have potential adverse results/risks, and must be able to comply with of essential functions. safety standards and best practices.

Selected candidates will go before an oral interview board. Only candidates selected for the oral interview will be contacted.

**Other:** The Department of Public Safety completes a thorough background investigation, including criminal history record checks on prospective employees. All applicants must be citizens of the United States. A certified copy of the selected applicant's birth certificate or naturalization certificate will be required prior to employment.

Further screening based on objective, job-related factors will be conducted on all applicants meeting requirements for this posting so that only the top ten (10) candidates will be interviewed. Applications can be picked up and submitted to Elizabeth Tovar, Zavala County Treasurer's office.