

Washington County

(Position Only Available to Current County Employees)

Sheriff's Office/Jail

Administrative Assistant

Duties include but not limited to:

- Perform administrative duties by maintaining schedules, appointments and correspondence
- Review and codes all incoming billing/statements
- Maintain records of purchase orders and employee reimbursements
- Answer, transfers and take messages by phone
- Maintains office supplies and inventory
- Prepare detailed and complex reports
- Assists in maintaining personnel, criminal case files, other departmental records as required
- Assists in coordinating case materials in proper order and coordinate the flow of documents
- Performs a variety of records checks and documentation

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office • 105 West Main, Suite 101 • Brenham, Texas
Washington County Sheriff's Office • 1206 Old Independence Rd • Brenham, Texas

hr@wacounty.com

<http://www.co.washington.tx.us/>

Equal Opportunity Employer