

Washington County Commissioner's Court

EXECUTIVE ADMINISTRATIVE ASSISTANT

Duties include but not limited to:

- Greet/assist visitors, receive and screen phone calls, process incoming and outgoing mail
- Perform a wide variety of confidential administrative duties and keeping the Judge and Court up to date with current concerns
- Assist in the preparation of various contracts, agreements, advertising and correspondence
- Provide assistance to Court in preparation of the yearly budget
- Prepare and organize Court agendas, packets and information
- Maintain meetings and events calendar for the Court
- Organize and maintain filing system
- Research and compile data for special projects

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office
Washington County Annex Building
105 West Main, Suite 101, Brenham, TX
Equal Opportunity Employer