LEE COUNTY JOB DESCRIPTION
Assistant to Indigent Health Care

SUMMARY OF POSITION:

Performs various administrative and clerical duties in the maintenance and processing of paperwork and performs such duties as may be required to assist Indigent Health Care and other county departments.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge

2. Directs: This is a non-supervisory position.

3. Other: Has daily contact with county employees, department heads, and the general public.

EXAMPLES OF WORK

Essential Duties:
➢ Performs all other duties as assigned;

MINIMUM REQUIREMENTS
Knowledge and skills in the following:
➢ Computer
➢ Modern office practices and procedures and data entry procedures
➢ Reporting requirements of various state agencies
➢ Skill in recording and organizing data
➢ Skill in making mathematical calculations
➢ Skill in proofreading materials to ensure accuracy
➢ Ability to organize data and physical files
➢ Ability to establish and maintain effective working relationships
➢ Ability to communicate effectively with the public

OTHER REQUIREMENTS
Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule; must have the ability to work well with others; must be able to perform essential functions of the position.

DECISION MAKING
This position relies on knowledge and judgment to plan and accomplish goals. This position will work independently within the confines of County policy, the Texas local government code, state and federal laws.

ACCEPTABLE EXPERIENCE AND TRAINING

- Must maintain a valid Texas driver's license;
- Must be a graduate of high school or have GED;

EMPLOYEE ACKNOWLEDGEMENT

This confirms that I, _____, have received a copy of my job description with Lee County for the position of _____ and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

_____   _____
Employee's Signature   Date