



CALDWELL COUNTY

Job Description

Job Description: Part Time Administrative Assistant Code Enforcer

Salary:

Department: Engineering and Subdivision

FLSA Status: Non-Exempt

Location: 405 E. Market St.
Lockhart, TX 78644

Prepared by: Human Resources Dept.

*Applications will be accepted until the position is filled

*Please return job application to the Human Recourse Office at the Caldwell County Courthouse
110 S. Main St. Room 100, Lockhart, TX 78644 or email to kristianna.ortiz@co.caldwell.tx.us

SUMMARY

Performs skilled administrative, clerical, and customer service work in support of the County's Code Enforcement Division. Serves as the primary administrative point of contact for residents and partner agencies by providing information regarding county ordinances, complaint procedures, and enforcement processes. Maintains accurate records, manages case files, prepares correspondence and legal documents, coordinates administrative functions, and assists Development Services with daily operations. The position requires professionalism, confidentiality, sound judgment, exceptional organizational skills, and the ability to manage multiple priorities in a fast-paced public service environment.

SUPERVISION RECEIVED

Works under the general supervision of the Engineering and Subdivision Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

MANDATORY QUALIFICATIONS:

1. **Provides Administrative Support.** Performs a variety of administrative and clerical duties including preparing correspondence, notices, reports, meeting materials, and other documents in support of Development Services operations.
2. **Receives and Processes Complaints.** Serves as the first point of contact for residents by answering phones, responding to emails, assisting walk-in customers, receiving complaints, and directing inquiries to the appropriate department or staff member.
3. **Maintains Case Records.** Creates, organizes, and maintains electronic and physical case files; enters complaint information into case management systems; tracks case status, deadlines, inspections, and compliance dates to ensure accurate documentation and record retention.

4. **Coordinates Department Communications.** Coordinates communication between Code Enforcement Officers, Development Services, Environmental Enforcement, Unit Road, Legal, Constables, other county departments, and outside agencies to support efficient case processing.
5. **Prepares Enforcement Documents.** Drafts and processes Notices of Violation, certified mailings, public notices, affidavits, court-related documents, and other enforcement correspondence while ensuring accuracy and compliance with applicable policies and procedures.
6. **Schedules and Coordinates Activities.** Coordinates appointments, inspections, meetings, and field activities; assists with scheduling and logistical support for Development Services staff.
7. **Supports Department Operations.** Assists with inventory of office supplies, invoice processing, file management, and other administrative functions necessary for efficient department operations.
8. **Promotes Professional Public Service.** Provides courteous, respectful, and professional customer service while exercising discretion, maintaining confidentiality, and communicating effectively with individuals from diverse backgrounds, including those involved in sensitive enforcement matters.
9. **Performs Other Related Duties.** Performs additional administrative duties and special projects as assigned to support the mission, goals, and operational needs of the Development Services Department and Caldwell County.
10. **Bilingual is preferred**

EDUCATION and/or EXPERIENCE:

Graduation from High School or G.E.D.

OTHER SKILLS AND ABILITIES:

Microsoft office suite (i.e. email, word, excel, teams), and database programs preferred. Prepare clear and concise records, reports, correspondence and other written materials, Exercise independent judgment within general policy guidelines. Establish and maintain effective working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors with the County. Bilingual (English/Spanish) candidates strongly encourage to apply.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide. Use all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to lift and/or move up to 50 lbs. On a regular basis they will pick up litter, garbage, rubbish, and refuse; will cleanup illegal dump sites on county owned property. These sites may include infectious diseases, insects, snakes, vermin, and other hazardous material. The job regularly requires one to stand, walk, use hands to fingers to handle or feel, and reach. Specific vision abilities for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus. On a regular basis the employee will be required to climb a 6 foot ladder. On a regular basis, the employee will be power and hand tools, rake, shovels, and wheel barrow.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.