

NAVARRO COUNTY COMMISSIONER'S COURT

A SPECIAL MEETING OF THE NAVARRO COUNTY COMMISSIONER'S COURT WAS HELD ON THURSDAY THE, 12TH DAY OF FEBRUARY, 2009 AT 3:30 P.M., IN THE NAVARRO COUNTY COURTHOUSE, CORSICANA, TEXAS. PRESIDING JUDGE H.M. DAVENPORT, COMMISSIONERS PRESENT KIT HERRINGTON, FAITH HOLT, DAVID B. WARREN, AND JAMES OLSEN.

- 1. 3:30 P.M. MOTION TO CONVENE BY HERRINGTON SEC BY WARREN ALL VOTED AYE MOTION CARRIED
- 2. MOTION TO APPROVE ADMINISTRATIVE ASSISTANT TO THE COUNTY COMMISSIONERS' POSITION TO DISCUSS QUALIFICATIONS, REQUIREMENTS AND ADVERTISING BY HOLT SEC BY WARREN ALL VOTED AYE MOTION CARRIED TO WIT PG 499-500
- 5. MOTION TO ADJOURN BY HERRINGTON SEC BY HOLT ALL VOTED AYE MOTION CARRIED

THESE MINUTES ARE HEREBY APPROVED THIS 23 DAY OF FEBRUARY 2009.

JUDGE HM DAVENPORT [Signature]

COMR.PCT.1 KIT HERRINGTON [Signature]

COMR.PCT.2 FAITH HOLT [Signature]

COMR.PCT.3 DAVID "BUTCH" WARREN [Signature]

COMR.PCT.4 JAMES OLSEN [Signature]

I, SHERRY DOWD, NAVARRO COUNTY CLERK, ATTEST THAT THE FOREGOING IS A TRUE AND ACCURATE ACCOUNTING OF THE COMMISSIONERS COURT'S AUTHORIZED PROCEEDING FOR FEBRUARY 12, 2009.

SIGNED 23 DAY OF FEBRUARY 2009.

[Signature]
SHERRY DOWD, COUNTY CLERK



Navarro County is seeking qualified applicants for the position of Administrative Assistant to the Commissioners' Court. Successful person will work in a one person department where self motivation and good people skills are a must. Applicants will work with various departments of county government. Good clerical and computer skills are a must. This position needs someone who can handle multiple tasks at one time. Salary subject to experience and education. Applicants should bring or send resume to the following: Navarro County Commissioners Office, 300 W. 3rd. Ave., Suite 14, Corsicana, TX 75110. Deadline for submission is Monday, February 23, 2009 at 5:00 P.M.

Duties of Administrative Assistant To the Commissioner's Court

Clerical duties for Commissioners and Judge
answering phones and taking messages

Building Maintenance
calling plumbers, electricians, contractors, etc.

Elevator Maintenance
inspections, maintenance, safety issues, contact person with
Otis Elevator Company, etc.

Workers Compensation Coordinator

TX Dot Bridge Program

Drug Testing for Road and Bridge Drivers (must get
certification)

Road Easements

Preparing agendas for Commissioners' Court

Scheduling Travel for Judge and Commissioners and filling out
reimbursements

Ordering Supplies as needed for Precincts

ADA Coordinator

Other duties that I can't think of
Any and other duties as necessary