



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Administrative Secretary

JOB FAMILY: Clerical

JOB NO: CL004116

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide a wide variety of highly responsible and complex clerical and secretarial duties; to provide professional, effective and efficient public service assistance to the general public, elected officials, and City personnel; and to provide highly responsible secretarial support to division heads and other upper level administrative staff.

SUPERVISION

General supervision is provided by various supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide clerical and secretarial support to assist designated upper level administrative and other support staff in the completion of their duties and responsibilities.
3. Compose, prepare and review a variety of memorandums, correspondence, reports, public notices and documents as assigned; complete various forms; prepare and distribute reports for review and use; prepare and maintain a variety of forms used by an assigned department or division; photocopy reports and other documents as necessary.
4. Answer questions and provide information to the public; receive and respond to citizen and client complaints and questions and/or refer to appropriate department staff member for resolution.
5. Prepare and maintain a variety of files and filing systems; prepare, maintain and update various records; verify information as requested.
6. Prepare materials and correspondence for distribution within the City and to other related external businesses and governmental agencies; photocopy, mail or fax materials as necessary.
7. Screen and direct calls and visitors as appropriate; schedule travel arrangements, reservations, daily operations or meetings as assigned.
8. May prepare payment vouchers for contractor/vendor reimbursement; prepare contracts requesting services and supplies; track and monitor procurement actions.
9. Order and maintain office supplies and associated materials.
10. Enter data into the computer system; backup computer disks as assigned.
11. When assigned to Public Services, maintain accident history database, serve as CityWorks administrator for the Traffic and Street Lighting Division; input and manage data; generate management reports.

OTHER DUTIES AND RESPONSIBILITIES

1. Prepare and collect necessary evaluation material from prospective personnel and applicants; monitor applicants as assigned.
2. May serve as a Notary Public; notarize a variety of documents related to City business.
3. Maintain and balance receipts for petty cash; prepare and maintain reimbursement and expense vouchers.
4. Attend various functions and meetings and take, transcribe and prepare minutes as appropriate; prepare, collect and review associated materials as needed.
5. Maintain and review work and leave time records for various personnel; maintain and update personnel files as needed.
6. Prepare and provide award certificates as appropriate.
7. May participate in annual department budget preparation including research and assembly of information.
8. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies which may include collecting and distributing mail, delivering money for deposits and picking up materials and supplies.
9. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Two years of progressively responsible secretarial and clerical experience; type 45 wpm.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Obtain a valid Notary Public Certification from the State of Texas within 5 working days of employment with the City of Mesquite. Failure to obtain certification will result in nondisciplinary termination.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers and associated equipment.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Skill in:

Typing various reports and correspondence.

Operating various types of office equipment including typewriters, computers, facsimile machines, photocopiers, adding machines and dictaphone.

Ability to:

Tactfully respond to requests and inquiries from the general public.

Simultaneously perform a variety of clerical and secretarial functions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Compose, prepare and review a variety of correspondence and reports.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Occasionally bending, stooping, twisting, squatting and reaching above the shoulder*
- *Sitting for extended periods of time*
- *Lifting and carrying objects weighing up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: August 2002