

Administrative Assistant – City Secretary Office

Reports to: Deputy Director of Mgmt. Services/City Secretary Department: Administration

Control No.: 7020

Non-Exempt Exempt

Full Time Part-Time Temporary

Department Head Approval: 

Date: 07/26/2017

JOB SUMMARY:

Under general direction of the Deputy Director of Management Services/City Secretary, performs high level clerical, legal and administrative tasks, primarily focused on organization and filing of city documents. Perform functions of City Secretary including Commission agendas and minutes, elections, Public Information Act requests, requests to the Attorney General for confidential information, and records management.

ESSENTIAL FUNCTIONS:

1. Maintain regular and timely attendance at work, and must be willing to work some overtime, when required.
2. Organize and file electronic and paper documents pertaining to the City Secretary's Office and Legal Department.
3. Perform functions of City Secretary as assigned, including preparation of paperless agenda through AgendaQuick, minutes, records management, Public Information Act requests, notices, and election duties.
4. Enter requisitions and purchase orders (MUNIS).
5. Communicate effectively both orally and in writing.
6. Contribute to team effort by performing other related duties as assigned.

QUALIFICATIONS:

1. High School Diploma or GED. Some college/degree is preferred. Courses such as paralegal, advanced English, business writing, word processing, bookkeeping, and secretarial would be helpful.
2. Five (5) years experience as a legal secretary or executive secretary preferred. Experience in a municipal government environment desired. Must possess a working knowledge of Microsoft Office software.
3. Knowledge of legal documents, legal terminology, and familiarity with law library resource materials.
4. Sufficient skill in typing to complete 60 wpm accurately and the ability to take notes at a meeting from which to prepare an accurate record of events.
5. Ability to read, understand, and interpret legal terminology and to identify what information is needed by others for effective action. Ability to understand correspondence, written instructions, reports, policies, ordinances, laws, contracts, deeds, and other complex and confidential material and to proofread materials to ensure accuracy.
6. Sufficient skill in budgeting and purchases to follow municipal budgetary laws, monitor expenditures and help devise and keep the annual office budget.
7. Notary Public certification preferred.
8. Ability to be discrete and maintain attorney/client confidentiality.
9. Have and maintain a valid, Class C Texas driver's license.
10. A consistent/stable work history with references.
11. Self-starter with a positive attitude.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit at a desk for long periods of time; talk or hear, in person, and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means. While performing duties, the employee is regularly required to use written and oral communication skills. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is typical of a busy office, ranging from quiet to moderately noisy.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date