



**CITY OF ALLEN**  
invites applications for the position of:

## **Senior Administrative Assistant**

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**SALARY:** \$16.61 - \$20.35 Hourly

**OPENING DATE:** 08/14/17

**CLOSING DATE:** 08/28/17 05:00 PM

### **DESCRIPTION:**

The purpose of this position is to provide administrative support to the City Secretary who serves as the Records Management Officer, Election Administrator and provides executive level administrative support to the Allen City Council. The City Secretary's Office consists of the City Secretary, Senior Administrative Assistant, Records Management Specialist and Administrative Assistant. The City Secretary's Office works in conjunction with the City Manager's Office and related staff and requires a high degree of professionalism. This position does not provide direction to other employees. Please note this position may be required to work occasional nights and weekends.

### **ESSENTIAL FUNCTIONS:**

*The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.*

- Represent the City Secretary's Office in a professional manner when dealing with elected and appointed officials, City staff and the public; Provide customer service by greeting and assisting customers, answering calls to the City Secretary's Office, routing calls to the correct office or person, and answering questions from citizens, board applicants, employees and the general public; and, Assist customers with complaints and proactively resolve customer service issues.
- Provide administrative support to the City Secretary by scheduling appointments, typing, proofreading and preparing reports, screening calls and participating in the duties relating to department administration; Arrange travel logistics, create itineraries and complete travel reimbursement forms; Maintain various calendars; and Reconcile purchase card charges.
- Assist in the posting of agendas in accordance with the Texas Open Meetings Act; Responsible for preparation and publication of legal notices; Provide information to general public on boards and commissions service, voter registration cards; and, Compose Mayoral Proclamations and letters of recognition.
- Assist with general meetings, Council meetings, and special events including but not limited to catering arrangements and kitchen preparation, meeting room preparation, equipment testing, document preparation for signatures and restoring all areas to pre-meeting setup; and, Assist with group tours of City Hall.
- Process bills for the City Secretary and Mayor/Council; Monitor the City Secretary and Mayor/Council budgets; and, Provide monthly reports to the City Secretary.
- Serve as Records Liaison Officer for the City Secretary's Office; Maintain City Secretary's Office records including indexing, filing, retrieving and copying/distribution of contracts, minutes, ordinances, resolutions, correspondence, etc.; and, Assist the City Secretary in responding to open records requests for information from City staff and the public.
- Provide back-up support for Executive Assistant to the City Manager.

## **JOB REQUIREMENTS:**

### **Education**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience**

Over two years of relevant experience.

### **Certification and Other Requirements**

Valid Texas Class C Drivers License.

## **SUPPLEMENTAL INFORMATION:**

### **Reading**

Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Math**

Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Writing**

Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Managerial**

Receives directions: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results with some discretion when making selections among a few, easily identifiable choices. Assignment is reviewed upon completion.

### **Supervisory / Organizational Control**

No responsibility for the direction or supervision of others.

### **Complexity**

Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

### **Interpersonal / Human Relations Skills**

Discussion Frequent: From 21% to 50% of work time.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofallen.org>

Position #01628  
SENIOR ADMINISTRATIVE ASSISTANT  
TC

City Hall  
305 Century Parkway  
Allen, TX 75013  
214-509-4678

[tchasteen@cityofallen.org](mailto:tchasteen@cityofallen.org)

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## **Senior Administrative Assistant Supplemental Questionnaire**

- \* 1. In the questions that follow, you will be asked for information about your education and work history. Answers provided in this supplemental questionnaire must be substantiated and verifiable in the employment history section of your application. Please be aware that submitting a resume in lieu of completing the employment history section of the application and failing to provide all of the

information requested in these supplemental questions will deem your application "Incomplete", so please be thorough in answering the questions. Please indicate whether or not you accept these terms by checking the appropriate box below.

- Yes
- No

\* 2. Are you currently employed by or have you worked for the City of Allen in the past?

- Yes
- No

\* 3. Do you have a high school diploma or GED?

- Yes
- No

\* 4. Do you have a valid Texas Class C Driver's License? If not, are you able to obtain one with 30 days of hire?

- Yes
- No

\* 5. Do you have at least two years of relevant experience? Please note: all work history must be listed on application.

- Yes
- No

\* 6. Can you type at least 45 words per minute? (A typing test will be given to candidates chosen for an office interview)

- Yes
- No

\* 7. Can you occasionally work evenings and weekends?

- Yes
- No

\* 8. Are you currently a Notary Public or are you able to obtain Notary Public certification within four months of employment?

- Yes
- No

\* Required Question