JOB DESCRIPTION

JOB TITLE: Administrative Assistant Clerk

SALARY RANGE: $15 to $18 per hour DOQ

DEPARTMENT: Admin/Water/Sewer/Police

FLSA Status: Non Exempt

JOB SUMMARY: 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. The position will perform routine typing, filing, data entry, scanning and clerical duties in support of the assigned function, and assist and inform the public in person and on the telephone. Record keeping, preparation of Council notices, agendas, records management and clerical support to the Mayor, Council and Town staff and relief for the water/court clerk as needed. This will include handling correspondence, newsletters, and customer service functions at the front counter to receive and receipt money for all departments and answer incoming phone calls. Helps prepare mail out of monthly utility bills/newsletter and collates packets for Council and Commissions. Will assist with certain administrative functions of the police department. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
This position receives general supervision from the Town Administrator. This position does not supervise any other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

• Assists with answering incoming phone calls, providing information and directing callers as needed.
• Assists customers and accepts and receipts money for all departments when needed.
• Operates inserter machine to prepare monthly mail out of newsletters and water bills.
• Prepares letters, memos, faxes and processes accordingly.
• Maintains files.
• Issue and maintain various permits.
• Sends out notices for renewals on any alarm & animal permits.
• Assists other departments as needed.
• Maintain confidentiality of information in a relationship of trust and with the expectation that it will not be divulged to others without authorization.
• Develop and maintain a positive working relationship with fellow employees, elected officials and the general public.
• Will stand or sit for prolonged periods.
• Retrieve, sort and distribute mail.
• Other duties as assigned.

OTHER JOB FUNCTIONS:

• Assists Water/Court Clerk with any duties as needed.
• Perform related duties and responsibilities as required.

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MINIMUM JOB REQUIREMENTS
Must be detail and customer oriented with extensive computer skills. Must be able to work in a multi task environment. Must exercise discretion with respect to matters of significance to the Town. Have the ability to communicate orally and in writing in the English language.

REQUIRED EDUCATION AND EXPERIENCE
High School diploma or General Education Degree; one-year related experience is preferred.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:
Ability to perform general clerical duties in support of assigned function, operate office equipment; computer skills including programs such as Microsoft Word and Excel; meet schedules and timelines; maintain records and files.

LICENSES AND CERTIFICATES
Valid Class C Texas driver’s license.
Notary or willing to become a notary within 30 days

OTHER
Must pass credit and criminal background check
Drug screen will be required
Must be bondable

PHYSICAL ABILITIES
Able to see and work independently. Able to sit and or stand for extended periods of time. Able to use personal computers for an extended period of time. Able to follow oral and written instructions.

The Town of Lakeside is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the Town of Lakeside will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description.

___________________________________  ______________________
Employee’s Signature  Date

___________________________________  ______________________
Supervisor’s Signature  Date