The City of Mansfield is an Equal Opportunity Employer

1200 East Broad Street, 2nd Floor Human Resources
Mansfield, Texas 76063
Telephone: 817-276-4267
Fax: 817-473-7487
Email: hr@mansfieldtexas.gov

| JOB CLASSIFICATION: | Assistant City Secretary | SALARY: | $58,000-$70,000 DOQ |
| DEPARTMENT: | City Secretary’s Office | Full-time / Exempt |

**JOB DESCRIPTION:**
Under general direction of the City Secretary, and as Acting City Secretary in the absence of the City Secretary, the Assistant City Secretary performs a variety of technical and specialized administrative duties involving the maintenance and management of municipal records, actions of the City Council and coordination of City elections; provides support services for the City Secretary’s office by performing routine administrative duties and assisting management in implementing and monitoring internal programs and procedures within the department and other related work as directed by the City Secretary.

**EXAMPLES OF WORK TO BE PERFORMED:**
- Performing the duties and responsibilities of the City Secretary in his/her absence including attending all City Council meetings, taking minutes for City Council meetings and workshops, assist with elections, certifying municipal reports, administering oaths of office, and any other City Secretary duties that may arise.
- Assist City Secretary in all municipal elections.
- Assist in researching, compiling and preparing a variety of correspondence as required.
- May serve as a Notary Public; notarize a variety of documents related to City business.
- File official records of the city by alphabetical and/or numerical systems.
- May attend City-related events, schools, seminars, etc., which may require occasional overnight travel.
- Performs other essential duties as required and/or assigned to achieve successful operations of the department.
- Assist in cross-training for back-up staff in all job responsibilities.
- Participate in performing a wide variety of responsible and confidential secretarial and administrative duties for the City Secretary’s Office.
- Attend all meetings of the city council; operate the voting system; manage staff and applicant presentations.
- Set up meeting rooms for Council meetings and subcommittee meetings, as required.
- Responsible for ordering and coordinating meals for Council and sub-committee meetings.
- Serve as the paperless agenda administrator in preparation and posting of Council agendas for meetings as assigned and prepare minutes for those assigned minutes.
- Assign numbers to ordinances and resolutions and record information in various logs to databases.
- Submit captions to newspaper for publication in accordance with city charter.
• Assists in coordinating with City departments to issue bid number, advertisement date, and bid opening date as required by law; obtain copies of specifications and mailing list; attend and record all bid openings for the City; maintain permanent bid files.
• Prepare and maintain all mowing liens and release of liens; work with title companies to process lien payoff requests and process payment as required.
• Receives and processes all Texas Alcohol and Beverage Commission applications and corresponds with appropriate departments for approval.
• Maintains supplies by reviewing inventories; requesting and ordering supplies and materials.
• Prepares payment authorizations for all department and City Council purchases.
• Review and reconcile department purchase card charges.
• Maintains scheduling for City meeting rooms and various meetings and functions.
• Provide support and direction to outside departments.
• Provide support and direction to office staff.
• Provide support and assistance to the City Secretary.
• Participate in the preparation and implementation of the budgets for the City Secretary’s Office and the City Council.
• Assist in answering the telephone, providing assistance to the general public and resolving citizen concerns and complaints.
• Furnish copies of all applicable ordinances to American Legal Publishing to update Code annually.

OTHER DUTIES:
Please note this job description is not designed to cover or contact a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:
• Ability to adapt to multiple tasks.
• Ability to handle stressful situations.
• Possess good customer service skills.
• Must be detail oriented and possess strong organizational skills involving various types of records and information.
• Ability to effectively communicate, both verbally and in writing, with co-workers, the public and elected and appointed officials.
• Skill in prioritizing, tracking, and managing multiple projects, assignments and duties.
• Skill in resolving customer complaints and concerns.
• Operating various types of office equipment including typewriters, facsimile machines, photocopiers, scanners, calculators and computers using Microsoft Word, Microsoft Excel and Microsoft Access.
• Perform responsible secretarial work involving the use of independent judgement, personal initiative, and solve issues.
• Compile and maintain extensive records.
• Maintain confidential data and information in a responsible manner.
• Independently prepare routine correspondence and memorandums.
• Work independently in the absence of supervision.
• Establish and maintain cooperative-working relationships with those contacted in the course of work including City officials, management staff, employees, and the general public.
• English usage, spelling, grammar and punctuation.
• Modern and complex principles and practices of maintaining official city records.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:
• High school diploma or equivalent required with a minimum of two (2) years previous job-related experience
• Valid Driver License with good driving record and ability to maintain while employed
• Ability and desire to obtain Texas Municipal Clerk Certification as demonstrated by enrollment in courses and/or attendance at seminars provided through the Texas Municipal Clerk Certification Program within the first year of employment.

DESIRED TRAINING AND EXPERIENCE:
• Knowledge of the Texas Public Information Act.
• Knowledge of the Texas State Library’s records management procedures.
• Knowledge of Granicus/Legistar Agenda Management Software
• Knowledge of principles and procedures of record keeping.
• Commission as a Notary public or the ability to obtain upon employment.
• Additional training or experience in related field.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position:
• Stooping. Bending body downward and forward by bending spine at the waist.
• Reaching. Extending hand(s) and arm(s) in any direction.
• Standing. Particularly for sustained periods of time.
• Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
• Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
• Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
• Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping. Applying pressure to an object with the fingers and palm.
• Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
• Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
• Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
2. The physical requirements of this position
   - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

3. The visual acuity requirements including color, depth perception, and field vision.
   - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position
   - None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

AMERICANS WITH DISABILITIES
The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
The City of Mansfield is an Equal Opportunity Employer who is committed to hiring and retaining highly qualified persons and a diverse workforce. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post offer pre-employment drug test and/or physical. It is the policy of the city not to discriminate against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, ancestry, marital status, age, gender, veteran, disability or any other basis prohibited by federal, state, or local laws.
APPLICATION FOR EMPLOYMENT
City of Mansfield, Texas
1200 E. Broad Street
Mansfield, Texas  76063
Phone: (817) 276-4267
FAX: (817) 473-7487
www.mansfield-tx.gov

Please print. All information must be legible. Application must be completed in full or will not be considered. Resumes may be attached to completed application. Applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Department for assistance. Equal access to programs, services, and employment is available to all qualified persons. The City of Mansfield is an Equal Opportunity Employer.

Position applied for: ____________________________      Date:  _____________ Salary Expected :  _____________

NAME:  _______________________________      ______________________________      ______________ ______
(Last)    (First)      (Middle)

ADDRESS:  _________________________________________ ___________________________________________________ __
(Street)                                     (City)                                     (State)                       (Zip)

E-MAIL ADDRESS: ___________________________________ ___________________________________________________ ___

TELEPHONE:  (Home)  ______________________    (Work )  ______________________    (Cell)  ______________ __________

Please check all that apply:  Do you want
• Regular Full Time
• Regular Part Time
• Temporary Full Time
• Temporary Part Time
• Seasonal (as needed)

How did you learn of this position?
• Newspaper*
• Internet*
• Professional Magazine*
• Employee Referral
• HR Office
• Employment Agency
• Texas Workforce Commission (employment office)

*Specify which

Do you have a valid Texas Driver’s License?  No Yes Type of License:  Operator  CDL  Chauffer
License Number:  ____________________________________ Expiration Date:  ____________________________

Does anyone related to you (by blood or marriage) work here or is currently a member of the City Council?  Yes No
City Board Commissions?  Yes No  If yes, list name, their position, and relationship:

___________________________________________________ ___________________________________________________ ___

Have you ever worked here before?  Yes No  If yes, give dates and position held:  __ _____________________________

___________________________________________________ ___________________________________________________ ___

Are you legally eligible for employment in the United States of America?  Yes No

Answering “yes” to the following question will not be an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead “guilty” or “no contest” (nolo contendere) to, or been convicted of a crime?  Yes No
If “yes,” please provide the date(s), location, and details: ____________________________ __________________

Have you served in the armed forces, armed forces reserve, or national guard of the United States of America?  Yes No
If “yes,” please complete the following:  BRANCH DATE ENTERED DATE OF DISCHARGE RANK AT DISCHARGE
LIST DUTIES AND TRAINING______________________________________________________________

ARE YOU CURRENTLY A MEMBER OF THE RESERVES OR NATIONAL GUARD?  Yes No

EMPLOYMENT HISTORY
List all periods of employment or volunteer activities. If currently UNEMPLOYED, write “unemployed” in the CURRENT
EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

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<th>CURRENT EMPLOYER:</th>
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PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.
LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.


LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.


CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

- Typing / Speed ________ WPM
- Ten-Key Calculator
- Computer  List programs in which proficient: 

FOR TRADES JOBS ONLY:

- Truck  List type(s): 
- Backhoe  List type(s): 
- Grader  List type(s): 
- Dozer  List type(s): 
- Tractor  List type(s): 
- Mower  List type(s): 
- Other equipment  List type(s): 

EDUCATION

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<tr>
<th>SCHOOL</th>
<th>NAME AND LOCATION</th>
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<th>GRADUATED/COMPLETED</th>
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ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: ___________________________ Date: _________________________

4 Revised 06/2006
READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver’s license check (if applicable), and physical exam (if applicable).

All applications become the property of the City of Mansfield. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be “confidential” between the City of Mansfield and all other parties involved.

_________________________________________  __________________________
Signature of Applicant                      Date
SUPPLEMENTAL INFORMATION CARD

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: ________________________________

How did you learn of this position?

☐ Dallas Morning News
☐ Employee Referral
☐ Fort Worth Star Telegram
☐ HR Office
☐ Mansfield News-Mirror
☐ Professional Magazine*
☐ Texas Workforce Commission
☐ Other *

Race/Sex:  

Female ☐  Male ☐

A. ☐ American Indian or Alaska Native
B. ☐ Asian
C. ☐ Black or African American
D. ☐ Hispanic or Latino
E. ☐ Native Hawaiian or Other Pacific Islander
F. ☐ Two or more races
G. ☐ White

Birth Date: ________________________________

Month  Day  Year

Birthplace: ________________________________  U.S. Citizen ☐ Yes ☐ No

Have you previously worked for the City?  No ☐  Yes ☐ If yes, when?  Mo. Year to Mo. Year

Department: ________________________________  Position: ________________________________

Under what other names have you been employed?  ____________________________________________
Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: ____________________________________________

Social Security _______________________________ *Date of Birth _________ / _______/ _______

Current Address _____________________________________________

City/State/Zip _____________________________________________

Driver's License # _________________________________ State __________

Prospective Employer __________________________________________

Applicants Signature __________________________________________

** Notary Signature ________________________________ Printed ________________________________

State ___________ County ___________  Commission Expires _____________

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. ** Only when requested