JOB TITLE:      ADMINISTRATIVE CLERK

DEPARTMENT:     CITY CLERK

FLSA STATUS:    NON-EXEMPT

FULLTIME:      YES

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JOB SUMMARY: Under general direction of the City Clerk, the incumbent will perform
routine typing, filing, data entry and clerical duties requiring knowledge of the City Clerk’s
office. Perform a wide variety of general clerical duties in support of assigned function,
and assist and inform the public in person and on the telephone. Performs related work
as required.

ESSENTIAL JOB FUNCTIONS:

* Type, proofread and process a variety of documents and forms including general
correspondence, reports and memoranda from rough drafts or verbal instructions.
* Enter data into computer from various sources; input corrections and updates; verify
data for accuracy and completeness; assist in the compilation of reports.
* Operate a variety of office equipment including a copier, calculator, facsimile machine
and computer.
* Answer the telephone and wait on the general public, provide information on
departmental and City policies and procedures as required.
* Participate in routine record maintenance duties.
* Receive money, make receipts and balance deposits.
* Carry out duties as Deputy Registrar for birth and death certificates.
* Receive all paperwork form the Cemetery Department pertaining to the sale of
cemetery lots and markers; record burials; prepare deeds for buyer; maintain deeds
for the City’s records.
* Issue and maintain various permits.
* Retrieve, sort and distribute incoming and outgoing mail.
* Will stand or sit for prolonged periods; file in seven foot cabinets; lift and carry
materials and supplies; weight up to 50 pounds.
* Office environment, climate controlled.
* Occasional car travel.
* Maintain appropriate appearance and personal hygiene.

OTHER JOB FUNCTIONS:

* Perform relief telecommunications duties as assigned.
* Perform related duties and responsibilities as required.
REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

High School Diploma or equivalent and a valid Texas Driver’s License, with a good driving record.

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, Excel, PowerPoint and QuickBooks; type at a speed necessary for successful job performance; meet schedules and timelines; maintain records and files; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

STARTING SALARY $13.96 Hour.

EMPLOYEE BENEFITS: Employees of the City of Mineral Wells receive City paid Hospitalization and Life Insurance with optional dependent hospitalization, dependent and employee dental and vision; Flexible Spending Accounts (FSA); ICMA RC retirement at employee’s expense; TMRS Retirement Plan; Sick Leave Benefits; Certification and education pay (up to $500 per month),10 paid holidays and one personal holiday.

HOW TO APPLY: Applications must be submitted on the City’s Application for Employment form, which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. First Street, Mineral Wells, TX. Applications are also available on the City’s website at www.mineralwellstx.gov. Please call Sherri Lee, HR Coordinator at 940-328-7701 for further information.

THE DEADLINE FOR SUBMITTING AN APPLICATION IS December 8, 2017.
Applications must be brought to the City Clerk/Personnel Office, or be postmarked no later than the deadline in order to be considered.

THE CITY OF MINERAL WELL IS AN EQUAL OPPORTUNITY EMPLOYER

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.