

Administrative Assistant

 <https://www.governmentjobs.com/careers/flowe>
   **APPLY**

Salary ⓘ	\$45,115.20 - \$63,169.60 Annually	Location ⓘ	Flower Mound TX 75028, TX
Job Type	Full Time Regular	Job Number	2025-17
Department	Legislative Services	Division	Town Secretary
Opening Date	02/17/2025		

DESCRIPTION

BENEFITS

QUESTIONS

Description

Under direct supervision, provides technical and administrative support to the Town Secretary and staff.

Examples of Duties

- General office duties include typing; serving as receptionist, which includes screening telephone calls, answering questions, and taking messages; maintaining divisional databases, calendars, supplies, makes room reservations, operating various office equipment to include computers, telephone, electronic letter opener, photocopier, etc.; draft letters, memos, proclamations, certificates, reports, statements, and statistical data.
- Provides administrative support duties to include: typing, data entry, proofreading, physical and digital filing, collating materials, mass mailings, performing mathematical calculations with proficiency, inputting data using various computer programs, including MS Access databases and Excel spreadsheets, and other tasks as assigned.
- Maintains department's office records in accordance with the Records Management System.
- Manages an efficient document center (mailroom) to include maintaining paper inventory, ordering supplies, having postage stock available, and produce monthly allocation reports. Abides by the Town's Cash Handling Policy and Procedures.
- Process incoming/outgoing mail for all departments and divisions in the document center (mailroom); sorting and distributing Legislative Services mail and other materials.
- Performs notary services in accordance with department policies.
- Assists department staff, mayor, and town council, by coordinating travel arrangements, meal planning, creating general correspondence, website management, meeting

preparations, event planning, and maintaining the town council calendar; gathers, summarizes, and compiles data for reports, forms.

- Prepares and/or assists in preparing the divisional budget; including accounts payable/receivable functions such as routinely processing invoices; preparing credit card statements, processing travel vouchers, creating and processing purchase orders and requisitions; Manager Communications, and regular reporting.
- Assists the Records Management Coordinator with retrieving, scanning, and indexing records in the Town's Records Center and assist with document management; including recording documents with Denton or Tarrant County as required.
- Assist the Town Secretary in various projects, conducting research, including preparing for municipal elections, and responding to questions from the public regarding voter information.
- Prepares and reviews classified and confidential documents involving certain critical and sensitive situations.
- Inform supervisor of all work activities and seek supervisory intervention when needed.
- Adhere to personnel, safety, and department policies and procedures.
- Performs other duties as assigned.

Minimum Qualifications

BASIC QUALIFICATIONS:

- Must have a High School Diploma or General Equivalency Diploma (GED)
- Must have a valid Texas Driver's License and driving record must be in compliance with Town policy

WORK EXPERIENCE:

- Must have a minimum two years of administrative work experience

Desired Qualifications

KNOWLEDGE / SKILLS / ABILITIES:

- Advanced working knowledge of office administrative practices
- Advanced experience with MS Office programs such as Outlook, Word, and Excel; Adobe
- General knowledge of MS Access is preferred
- A typing speed of 50 net words per minute is preferred
- Display excellent English communicative skills, both oral and written, and maintain a friendly demeanor
- Must be able to understand and carry out oral and written directives; handle multiple tasks; prioritize and organize work assignments; make competent decisions
- Must be able to maintain confidentiality of confidential matters
- May work occasional evenings for special events, as needed

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job.

- To perform the essential functions of the job must be able to see, hear, talk, and write
- May be required to lift boxes weighing 30lbs, and move various boxed documents weighing up to 50lbs with the use of a dolly for assistance

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **HIPAA COMPLIANCE STATEMENT:**All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

Employer

Town of Flower Mound

Address

Town Hall
2121 Cross Timbers Road
Flower Mound, Texas, 75028

Phone

972-874-6011

Website

<http://www.flowermound.gov> (<http://www.flowermound.gov>)