JOB OPPORTUNITY ANNOUNCEMENT

ADMINISTRATIVE SECRETARY

JOA: #19/156/26
OPENING DATE: August 7, 2019
SALARY RANGE: $21.88/hour
CLOSING DATE: Open Until Filled

JOB SUMMARY: Performs a variety of secretarial and administrative duties requiring knowledge of office procedures, various computer programs including word processing, and customer relations. Requires judgement and knowledge of office routine, procedures, and policies related to the work of the City Secretary.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES: Performs secretarial work for the City Secretary and the Deputy City Secretary and assists the Administrative Receptionist. Sorts, copies, and distributes City Council and City Secretary’s mail as directed. Posts City Council and City Secretary office expenditures to expense journal and reconciles on a monthly basis. Prepares and processes routine city paperwork such as check requests, travel advance requests, and office supply requests as directed. Answers routine questions and directs public to appropriate personnel. Receives and routes telephone calls to appropriate personnel. Type’s routine office correspondence such as memos, letters, and various forms. Meeting room set up. Composes general correspondence. Coordinates the arrangements for meals and/or refreshments for various meetings, including City Council dinners and luncheons. Maintains City Council mail and calendar for distribution to Council members. Obtains and maintains adequate office supplies. Indexes City Council minutes and other related data into computer data file. Maintains board and commission attendance records. Performs related duties as required. Provides support for Administrative Receptionist.

KNOWLEDGE, SKILLS, AND ABILITIES: High school diploma or equivalent. Ability to compose general correspondence and documents, with excellent spelling and grammar skills required. Typing speed of 60 wpm. Knowledge of office procedures and standard office equipment. Possess proficient computer skills and knowledge of various computer programs including Microsoft Office products. Must exhibit excellent customer relations with the public and other departments. Ability to maintain confidentiality. Ability to communicate effectively with co-workers and the public. Establish and maintain harmonious working relationships with City Council Members, supervisor, citizens, and fellow employees.

FUNCTIONAL JOB DESCRIPTION: Sitting, walking, and standing. Repetitive movement of wrist and fingers during computer data input; reaching. No dynamic strength demands. 50–100% of day using computer. Maintains static posture during sitting. Workspace considerations to relieve fatigue of upper back, shoulders, back, forearm, finger, and wrist movements during computer use. Works indoors in a controlled environment.

Resumes accepted only with a completed City employment application. No faxes accepted.

A current employee interested in this position, should submit a speed memo (signed by the Supervisor), and complete a City of Euless employment application available online at www.eulesstx.gov/hr/jobs.