

Administrative Assistant

Department: Public Utilities
Division: Water/Waste Water
Supervisor: Director of Utilities
Salary: Non-exempt
Status: Full- Time

\$20,800.00 - \$28,080.00 Annually
\$1600.00 - \$2,160.00 Monthly
\$10.00 - \$13.50 Hourly

Education and Experience: A High School diploma or GED. At least two years office experience and computer experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

General Purpose

Under the general supervision, the administrative assistant performs a variety of clerical and administrative functions, including, but not limited to, providing initial contact between customers and staff, answering phones, filing, preparing reports, and providing information and assistance.

Typical Duties

Operate standard and specialized equipment as necessary. Involves: Use copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone. Greet and assist City employees, officials and the public as required. Involves: Respond to visitors in a courteous manner. Answer phones, take messages or forward inquiries to the appropriate party exercising proper telephone etiquette. Perform miscellaneous tasks as assigned.

Perform specified clerical, administrative and other support tasks. Involves: recording and preparing spreadsheets from field personnel for monthly, quarterly, and yearly reports. Prepare and keep records of yearly Back Flow Devices inspections; as required by State agencies. Review and enter data, update logs and databases. Maintain accurate documentation. Prepare purchase vouchers or other documentation. Maintain existing alphabetical, numerical or chronological files. Prepare and edit simple documents and form correspondence for review and approval. Sort and file documents.

Maintain and update inventory supplies, office supplies. Maintain office appearance as needed. Organize and stock equipment and supplies as assigned. Perform a variety of clerical and para-professional tasks to assist staff, as assigned. Refer complex queries to more knowledgeable staff.

Knowledge, Skills, and Abilities

- Skilled in operating a computer and related software applications including Microsoft Suite of products and Google applications.
- Skilled in providing customer service.
- Ability to work independently and in a team environment.
- Strong, detail – oriented, organized work style.
- Prepare clear, concise oral and written communication.
- Ability to analyze, interpret and report research findings and recommendations.

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- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Ability to stoop, knee, and bend while performing daily duties.
- Occasionally work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.