

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	Administration
<b>Shift:</b>	Regular 40 hrs per week (M-Thurs 4'10 workweek)
<b>Pay Plan:</b>	GRD 11.3 \$17.30/HR
<b>Exempt:</b>	<b>No</b>
<b>Reports To:</b>	City Clerk/HR Manager
<b>General Direction From:</b>	City Clerk/HR Manager
<b>Position Closes:</b>	August 5, 2021 @ 6:00 pm

### PURPOSE & NATURE OF JOB

Works under the general supervision of the City Clerk/HR Manager performing a variety of general administrative and technical clerical duties as needed to expedite and coordinate the administrative, secretarial, or clerical functions of the City executive and administrative offices.

### ESSENTIAL DUTIES

Performs administrative support duties;

Required to provide first contact assistance to the general public seeking audience with City Hall personnel;

Determines the need to pursue further assistance with City Officers;

Greets the public, responds to requests for information and provided factual information related to City services, programs and general policies practices and procedures;

Provides walk-in patrons with requested forms, publications and other informational material;

Assist in preparation of public meetings and various housekeeping duties;

Word processing/data processing/spread sheets which requires continual attention to detail in proofing materials, establishing priorities and meeting deadlines;

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;

Handles confidential and non-routine information.

Serves as support for City Clerk/HR Manager or other department directors as needed, which may include:

- Preparation of Commission agenda packets, attendance at Commission meetings in the absence of the City Clerk, and responsible for transcribing minutes;
- Records management, including personnel files;
- Public records requests in the absence of the City Clerk.

- Advertising of all job openings and review of applications, administering selection process, developing and coordinating performance testing, scheduling interviews, offering employment to qualified applicants, conduct proper background checks including but not limited to MVD record, reference checks.
- Schedules physical exams and drug screening.
- Coordinate new employee orientations.

Risk Management duties:

- File and follow up on Tort Claims and follow up on determinations
- File and follow up on Workers Compensations Claims
- Performs related duties as required.

## RESPONSIBILITIES

<b>Supervision:</b>	None
<b>Public Contact:</b>	Contact with public, department heads, and/or professionals regarding routine administrative matters.
<b>Budget:</b>	Secondary responsibility to prepare and administer a budget for one or more departments.
<b>Other:</b>	Distributing mail, accurately writing, editing and typing various correspondence, reports and memos. Maintains and orders supplies for City Hall

## GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

**Education:** High School diploma or GED equivalent.  
Business school, and/or Associates degree OR

**Experience:** Two (2) years of increasing responsible related experience required.  
One (2) year municipal government required.

**Knowledge:** Must be proficient in MS Word, Excel and the Internet with knowledge in Powerpoint.  
Position continually requires demonstrated poise, tact and diplomacy.

**Certificates/Licenses:** N/A  
**Recertification:** N/A  
**Use of Tools and/or Equipment:** Standard office equipment including personal computer, postage machine, fax machine, scanner and copier.

**WORK ENVIRONMENT**

**Physical Demands:** Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit and talk or hear. Occasional standing for short periods of time. The employee must occasionally lift and/or move up to 30 pounds.

**Hazards:** No observable hazards or threat to health or safety. Adequate working conditions.

**Exposures:** Minimal