

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Support Services Secretary
<b>Department:</b>	Administration
<b>Shift:</b>	Part Time, <b>Mon-Thurs</b> 19 Hrs. Per Week (hours will increase from time to time on an as-needed basis)
<b>Pay Plan:</b>	GRD 7.1 @13.12/hr
<b>Exempt:</b>	No
<b>Reports To:</b>	City Clerk
<b>General Direction From:</b>	City Clerk
<b>Position Closes:</b>	<b>Open Until Filled</b>

### PURPOSE & NATURE OF JOB

To assist internal and external customers in a professional and courteous manner. Performs a variety of routine and non-routine clerical duties, provides clerical support to the City Clerk, Personnel Department and City Manager's Office. May be asked to assist others.

### ESSENTIAL DUTIES

Greets and assists customers, answers incoming calls and routes callers or provides information as required; provides word processing which includes a variety of correspondence, reports, memoranda, other material requiring judgment as to content, accuracy and completeness; data entry; Maintains filing system; distributes and sends mail, manages postage meter, copy machine, maintains inventories and orders supplies and materials and prepares small purchase orders and purchase orders as required; creates and distributes a monthly calendar; prepares correspondence for employee recognition, maintains procedural manual for front desk, and may be asked to prepare and distribute the City newsletter. Responsible for drafting the minutes from City Commission Meetings. Will be required to scan documents into Laserfiche system. Will be responsible to do monthly safety inspections, checks fire extinguishers and request work orders as needed for City Hall and other departments and citizens.

Accepts Applications for employment, contacts applicant to set up interviews, prepares interview packets for Department Heads, and mails letters to applicants not chosen for interviews. Prepares Safety Manuals and Personnel Policy Handbooks for Personnel Director and copies forms as needed.

May approve and release copies of Public Records in accordance with State Statute requirements in the absence of the City Clerk or Administrative Assistant. Assists in developing, preparing and distributing the Commission Meeting Agendas and packets.

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Traveling in an automobile may be a required as part of the job.

## RESPONSIBILITIES

<b>Supervision:</b>	N/a
<b>Public Contact:</b>	This position is generally the first contact point for the public, Elected Officials and all City Departments.
<b>Budget:</b>	N/a
<b>Other:</b>	City Clerk's Office: Assist Clerk as needed. Personnel Department: Assist Personnel Director as needed and City Mangers Office: Assist Administrative Assistant as needed

## 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.
- Must possess basic computer skills and have the ability to write reports.

**Education:** High School diploma or GED equivalent.

**Experience:** 1 Year Secretarial / Clerical experience

**Knowledge:**

- Knowledge of the City of Aztec would be beneficial.
- Excellent customer service and interactions skills a must.
- Must be friendly and outgoing, while being able to maintain self control in stressful situations.
- Must be able to handle confidential information in a professional manner
- Must be detailed oriented
- Must be skilled in Microsoft programs including Word, Excel and Outlook
- Must be willing and able to learn other software programs as required.

**Certificates/Licenses:** N/a

**Recertification:** N/a

**Use of Tools and/or Equipment:**

Standard office equipment including personal computer, multi-line telephone system, fax machine, postage machine, copier, and scanner.

**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