



RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Department: Public Works & Administration FLSA Status: Non-Exempt

Pay Grade: 4

Reports To: Public Works Director

Approved Date: 10-18-2022

GENERAL STATEMENT OF THE POSITION

The Receptionist/Administrative Assistant provides a variety of general office and clerical work for the Public Works and Administration Departments. Serves as City Receptionist by answering incoming calls and greeting visitors to the Public Works/Administrative Building. This is a full-time, on-site position.

SPECIFIC DUTIES AND RESPONSIBILITIES

Answers multi-line city phone system and assists callers or directing information requests to the appropriate departments.

Receives and greets visitors to the Public Works/Administrative offices.

Open, sort and distribute incoming mail; prepares and sends outgoing mail, including promotional and informational mailouts and postcards; maintains postage machine and all postage-related supplies.

Receives and assists with the distribution of incoming packages and deliveries.

Receives and records utility payments; prepares Utility Fund deposits for processing.

Prepares various correspondence, documents, labels, forms, and reports as needed.

Provides administrative support for the Public Works Director and may assist with special projects and/or Committee assignments.

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Provides administrative support for the City Secretary and may assist with preparing agenda packets for the City Council or other Boards, Commissions or Committees.

Provides administrative support for the Court Clerk and assists with providing defendants information; may assist with processing certain court documents in coordination with the Court Clerk.

Provides administrative support to the Community Coordinator and may assist with special projects and/or Committee assignments.

MINIMUM EDUCATION AND TRAINING

High school diploma or general education degree (GED). Bachelor's Degree preferred. Three (3) to five (5) years related clerical experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Bilingual Spanish preferred. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Computer Skills:

To perform this job successfully, an individual should be proficient with Microsoft Office software. Knowledge and proficiency with Adobe Acrobat and Internet applications preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.