



GENERAL INFORMATION

POSITION: Asst. City Secretary	DEPARTMENT: Administration	REPORTS TO: City Secretary
LOCATION: Blue Ridge, Texas	SALARY: D.O.E.	REVISION: 5/12/16

JOB SUMMARY: Under the general administrative direction of the City Secretary, the purpose of the position is to perform the administrative duties of the Assistant City Secretary as set forth by guidelines set by the Blue Ridge City Council and the laws of the State of Texas. This position is appointed by the City Council and is responsible for the utility billing for the City, collections, data entry and provide support services to the City Council, City Secretary, staff and public. This position has a schedule that may include some evenings, weekends and possible unusual hours on occasion.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- 1.) Data Entry
- 2.) Utility processing and billing
- 3.) Deposits
- 4.) Filing
- 6.) Customer Service
- 7.) Collections
- 8.) Other duties assigned by the City Secretary, Mayor and/or City Council

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1.) Promotes positive public relations within the community.
- 2.) Knowledge of basic computer programs such as Word, Excel and Publisher as well as 10-Key.
- 3.) Performs basic math functions and sound accounting practices in the interpretation and evaluation of data.

- 4.) Maintains an ethical and professional atmosphere and exercise proper judgment, initiative, and discretion in directing issues and problems related to the Assistant Secretary role.
- 5.) Maintains effective working relationships with all levels of city employment, city officials, employees, and representatives of other government entities, community interest groups, members of the media, and citizens.
- 6.) Effectively communicates with diverse audiences.
- 7.) Ability to multi-task.

MINIMUM QUALIFICATIONS:

- 1.) High school diploma or equivalent (GED).
- 2.) Two years previous experience in administrative duties.

DESIRED QUALIFICATIONS:

- 1.) Bilingual in English and Spanish

MACHINES, TOOLS, AND EQUIPMENT: Ability to operate basic equipment found in a typical office setting i.e. telephone, fax machine, copy machine, computer, printer, calculator, and scanner.

WORKING CONDITIONS AND HAZARDS: Normal office environment. Hearing and speaking to exchange information in person and on the telephone, seeing to read, sitting or standing for extended periods of time, dexterity of hands and fingers to operate a keyboards and other office equipment, kneeling, bending at the waist and reaching overhead, above the shoulders horizontally to retrieve and store files and supplies. This position requires sufficient physical strength and stamina to lift and carry up to 10 pounds and push, pull, or drag up to 25 pounds of documents, equipment, and other office supplies. The Employee must be able to multi-task and work with frequent interruptions and extensive amount of public interaction.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this position and is not necessarily and exhaustive list of all responsibilities, duties and skills required. Management has the exclusive right to alter this job description at any time without notice.