



## **Administrative Clerk**

Department: Administration

Division: Public Works Department

Supervisor: PW Director

FLSA Status: Non-Exempt

ADM-PW

\$37,440.00 Annually

\$18.00 Hourly

### **JOB SUMMARY**

This position is responsible for providing administrative support for the operations of Administration to the Public Works Department

### **MAJOR DUTIES**

- Provides exceptional customer services; answers telephones; provides information and assistance; refers to appropriate personnel; and takes messages.
- Performs administrative and technical support functions, requiring understanding of local government operations and City services; maintains information confidentiality, and performs duties with discretion and within scope of authority; duties may vary according to job assignment and work skills.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; and maintains confidentiality of work-related issues and City information.
- Composes, prepares and reviews a variety of memorandums, correspondence, reports, and documents as assigned; completes various forms; prepares and distributes reports for review and use; handles confidential information as appropriate.
- Maintains and updates a variety of computer databases and files; enters, edits, and retrieves data, and prepares reports.
- Responds to various types of inquiries and complaints and refers them to the appropriate department staff member for resolution; provides information regarding departmental operations, services, programs, projects, and policies.
- Coordinates, reviews, and processes time attendance records for payroll as needed by the department.
- Arranges and schedules appointments and meetings.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of city and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of other local organizations, offices, and the local area.
- Knowledge of customer service principles.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill to plan, schedule and work independently.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The City Manager, City Secretary, and the Public Works Director. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY / SCOPE OF WORK

- The work consists of related administrative duties. The need to coordinate activities with a variety of constituents contributes to the complexity of the position. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, vendors, community organizations and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.

#### ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name