



## JOB DESCRIPTION

Job Title: Full Time Administrative Assistant  
Department: Administration  
Supervisor: City Manager & City Secretary

### **General Statement of Duties**

Performs a variety of clerical and administrative duties requiring knowledge of office procedures and various computer programs including Microsoft Word and Excel. This position requires judgement and knowledge of office routine, procedures and policies related to the work of the City Manager & City Secretary. Additional duties include providing support to the Municipal Court, Building Permits and Senior Citizen Department performing general office tasks not limited to filing, pulling citations for Court, copying and scanning citation information, generating letter, entering citations, faxing, answering phone calls, taking messages, issuing building permits, scheduling inspections, documenting and report of senior intakes.

### **Supervision Received**

Limited supervision is provided and job related decisions are reviewed by the City Manager and or City Secretary.

### **Fundamental Job Duties and Responsibilities**

The following examples are intended to be illustrative and are not intended to be all inclusive.

- Organize citation information including filing and pulling citations to provide customer support; matching payments to citations.
- Processes incoming faxes; sort distribute and date-stamp incoming mail.

- Attend, record, transcribe and compose minutes of various commissions and board meetings as assigned. May be required to attend Council and/or Board meetings after regular business hours.
- Communicate with various board/commission members to determine meeting agenda; prepare and post meeting agendas. Make updates to City website as needed.
- Maintain schedules and utilize Outlook to organize meetings, communicate deadlines and provide support to City staff regarding meeting information.
- Provide information in the office by telephone and to correspondence in response to relatively routine question regarding building ordinances, codes and building permit application process and procedures.
- Directs the public to various departments for information necessary to apply for permits.
- Assistant public in completing building permit applications and other necessary forms.
- Reviews building permit applications for completeness.
- Accepts construction plans and plan documents for permit processing, and accurately calculates fees for plan check, building, plumbing, mechanical, and electrical permits.
- Issues permits after they have received the appropriate required interdepartmental review or the services of Building Official or Building Inspector.
- Issues minor permits where professional evacuation is not required.
- Verifies that the contractor license is current and active.
- Sorts and routes permit application packages.
- Prepares permits, writes routine reports helps, maintain a variety of records.
- Provide information and answers questions to the public regarding departmental policies and procedures pertaining to permit.
- Post inspections done by building inspectors.
- Maintaining and manages an inventory of forms, applications and office supplies.
- Prepares letters and packages for mailing.
- Receives, sorts, stamps, incoming correspondence, and distributes mail, packages and other material within the department.
- Performs other job-related duties as assigned

### **Required Skills & Abilities**

- Essential duties and responsibilities may include, but are not limited to, the following:
- Proper office etiquette and friendly demeanor
- Knowledge of or ability to learn and uphold City Administration, Municipal Court, Building Permit and Senior Citizen Department procedures
- Knowledge of or ability to learn Texas Open Meeting and Records Law
- Effective verbal and written communication
- Business letter writing, grammar and punctuation and report preparation
- Cash handling responsibilities and processes

- Operating a variety of modern office equipment, including: P/C, Copier/Scanner/Fax combo
- Handle multiple tasks simultaneously
- Effectively deal with dissatisfied customers
- Accuracy and detail oriented
- Ability to work independently
- Flexibility and adaptability

### **Physical Requirements**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity speech and hearing hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion stooping/kneeling squatting, bending and reaching to perform the essential functions. Extended periods of time at the computer entering data. Minimal travel required as needed.

### **Material and Equipment Directly Used**

Experience using desktop computer, including word processing, spreadsheet, electronic mail and internet; phone; fax and copy machine.

### **Additional Requirements**

Requires travel to off-site locations for meetings, appointments, conferences, and training.

### **Education and Experience**

High school diploma and valid identification. Minimum of two years' clerical experience and sufficient abilities to successfully perform duties and responsibilities required.

### **NOTE**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The "performs other work as required or assigned" statement is to be understood that it may be necessary to expand an employee's duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS' GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

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Employee Signature

Date

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Department Head Signature

Date

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City Manager Signature

Date

Revised: September 2020