

Job Description

Position: Receptionist/Admin Assistant
Department: City Hall
Reports to: Financial Director
Date Approved by Council:

City of Marlin, Texas
Non-Exempt Status
Full time

JOB SUMMARY

Screens and directs incoming calls and correspondence. Inter-faces with citizens and staff and provides day-to-day support to Management and Staff. Assist with maintaining and filing of records and reports. Assist with processing City permits.

Essential Duties and Responsibilities

- Screens telephone calls and visitors, and resolves routine and some complex inquires.
- Operates a personal computer and applicable software packages.
- Assist with issuing purchase orders.
- Assist with issuing various permits.
- Composes routine correspondence and memoranda.
- Schedules and maintains calendar of appointments, meetings and travel itineraries and coordinates related arrangements.
- Operates calculator by touch, personal computer and other office equipment.
- Maintains confidentiality.
- Helps maintain inventory of supplies.
- Reviews and allocates mail to the proper operating departments.
- Performs other duties as assigned by Finance Director.

MINIMUM REQUIREMENTS

ACCEPTABLE EXPERIENCE AND TRAINING

- Any equivalent combination of education and experience that provides the required knowledge, skill, and abilities.
- Must be bondable.
- Must have a valid State of Texas Class "C" Driver license.
- Usage of a 10 key calculator.
- Carry, hold or lift a minimum of 25 pounds of computer paper or files when moving records to or from storage room.
- Sit and enter data for extended periods of time.
- Must have knowledge of methods, practices and terminology of field
- Data entry, typing 40 words per minute
- Three years of past accounts payable experience.
- Ability to make mathematical computations rapidity and accurately.

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PHYSICAL REQUIREMENTS:

- Maintain a degree of physical fitness necessary to perform all tasks outlined in this job description.
- Duties require walking, sitting, standing
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LANGUAGE SKILLS:

- Ability to respond to common inquiries or complaints from citizens, regulatory agencies or members of the business community.
- Ability to effectively present information to top management, city council and co-workers.
- Skill in effective oral and written communications for the purpose of exchanging information with vendors, citizens, other department staff and city officials.
- Ability to understand and carry out both oral and written instructions.
- Bilingual preferred but not required

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise good judgment
- Ability to assess situations, exercise sound judgment, and take appropriate action in stressful situations while remaining cognizant of the department's confidentiality requirement and City's public relations policy.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action.
- Ability to think clearly and make logical decisions in stressful situations.

PUBLIC RELATIONS:

- Working to establish favorable public relations.
- Ability to deal tactfully and courteously with employees and the public.
- Receives and delivers complaints to proper Department Head.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from the general public.
- Ability to have strong written and verbal skills.

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Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction, and perform any related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.