

ADMINISTRATIVE ASSISTANT

Department: Economic Dev/Legal **Classification/Grade:** 20
Division: Administration **FLSA Status:** Non-Exempt
Reports to: Eco Dev Dir. & City Attorney **Date Approved:** February, 2010

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with specified positions. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform diversified administrative and organizational support for the Economic Development Director, and the City Attorney/Deputy City Attorney. Prepare prescribed materials and complex precise data necessary for the daily successful operation of the departments.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prioritize and coordinates workload to meet specific timelines.

FRONT COUNTER

Act as receptionist and handle walk-in customers for the Administration offices of City Hall.

CITY ATTORNEY'S OFFICE

1. Serve as initial contact/resource person for the City Attorney's office; screen telephone calls by furnishing the information requested, taking messages, referring caller, or when appropriate, resolving the problem or complaint; accurately distribute correspondence and other communication received, receive inquiries and concerns on behalf of the City Attorney and Deputy City Attorney.
2. Prepares criminal case files, subpoenas; copies file materials and redacts confidential information therein for release to defendants; obtains criminal histories of defendants; sets up pretrial appointments; attends pretrial appointments as needed; locates and contacts witnesses; and obtains needed paperwork from other departments, agencies, and courts.
3. Independently prepares correspondence and associated informational materials for the City Attorney and the Deputy City Attorney, including statements, City Council agendas items, narratives, travel requests, agreements, leases, work orders, using independent judgment and personal initiative.
4. Maintain, coordinate and schedule appointments and schedule facility.
5. Assist in preparing City Attorney fiscal budget.

ECONOMIC DEVELOPMENT OFFICE

1. Serve as initial contact/resource person for the Economic Department; screen telephone calls by furnishing the information requested, taking messages, referring caller, or when appropriate, resolving the problem or complaint; accurately distribute correspondence and other communication received, receive inquiries and concerns on behalf of the Director.
2. Independently prepares correspondence and associated informational materials, narratives, purchase orders, travel requests, statistical reports, agreements, leases, work orders, press releases, using independent judgment and personal initiative for the Economic Development office.

3. Prepare agendas for committees under the Economic Development Office and prepare City Council agenda items and enter information into City Council meeting agenda system.
4. Functions as liaison between the community and the Economic Development department, including responding to all citizens' e-mail inquiries, and maintaining City room reservation calendar.
5. Research and prepare statistical data for distribution. Assists in conducting surveys and studies by compiling, tabulating and reporting data.
Maintain, coordinate and schedule appointments, schedule facility and arrange for refreshments.
6. Maintain, coordinate and update City of Mesquite website including press releases, spotlights, calendar, etc.
7. Perform assignments in research, analysis, planning and implementation of economic development activities.
8. Arrange and prepare information for seminars, meetings and conferences including preparing agenda, assembling background material and taking minutes of the meetings.
9. Purchases and manages inventory for Economic Development promotional material.
10. Assist in preparing fiscal budget.
11. Be dependable and meet acceptable attendance requirements at all times.
12. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation and business letter writing and basic report preparation techniques.
- Computers and word processing, spreadsheet, Internet literate.
- Customer service needs and delivery.
- Organization, procedures and operating details of a municipal government.

Ability to:

- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative
- Work independently and make routine decisions in the absence of supervision.
- Research, compile, analyze, interpret, prepare and maintain a variety of complex fiscal, statistical and administrative reports.
- Represent the City effectively in meetings, including making presentations.
- Good public relations skills.
- Operate and use modern office equipment including computer and computer programs.
- Compile and maintain complex and extensive records and prepare reports.
- Type accurately and at a speed necessary for successful job performance.
- Prepare and write a variety of reports, memoranda, correspondence and analyses.
- Communicate clearly and concisely, both orally and in writing.
- Analyze situations carefully and adopt effective courses of action.
- Prioritize project and complete project in a timely manner.
- Interpret and apply administrative and department policies and procedures.
- Establish and maintain effective working relationships and customer service levels throughout the course of every day business.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or equivalent. Associate degree in business administration, public administration, legal or related field preferred.

Experience: Two years' business experience of a clerical nature,

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is present due to occasional bending, twisting, reaching, stooping, walking and standing. Must be able to handle stressful situations and carry/lift loads of up to 25lbs

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: March 2004 – June 2006
October 2009
February 2010