

## Administrative Clerk

**Department:** City Secretary/Human Resources

**Pay Grade:** 15

**Hiring Range:** \$31,932.26 - \$33,937.18

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

This position reports to the HR Manager and City Secretary performing 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 Secretary. Additional duties include providing support to the HR Manager with duties related to benefits and payroll support to all employees and external customers of the City of Athens in accordance with federal, state and local policy. Maintains and communicates HR process and procedural documentation.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Must be a citizen of the United States or be eligible to work in the United States.
- High school diploma or GED is required.
- Must have a valid class “C” drivers’ license issued by the State of Texas.
- Clerical and customer service experience required to successfully perform duties and responsibilities.

#### **Knowledge, Skills and Abilities:**

- Proper office/phone etiquette and friendly demeanor.
- Knowledge of or ability to learn and uphold City Secretary and HR Department Policies.
- Knowledge of or ability to learn Texas Open Meeting and Records Law.
- Effective verbal and written communication.
- Bilingual abilities highly preferred.
- Business letter writing, grammar and punctuation and report preparation.
- Routine use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Adobe Pro, Adobe forms, Adobe sign. Operating a variety of modern office equipment including Computer, Copier/Scanner/Fax, and Postage Meter.
- Strong interpersonal skills; ability to establish and maintain effective working relationships with employees and external customers.
- Manage multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Accuracy and detail oriented.
- Ability to maintain confidentiality and empathy.
- Ability to work independently.
- Flexibility and adaptability

## **ESSENTIAL JOB FUNCTIONS**

- Processes incoming faxes: sort, distribute and date-stamp incoming mail.
- Attends, records, transcribes, and composes 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.
- Maintains schedules and utilize Outlook to organize meetings, communicate deadlines and provide support to City staff regarding meeting information.
- Maintains the City calendar on the City website.
- Reviews City publications via print and electronic formats for grammatical and spelling errors.
- Streamline, document and maintain HR processes and procedures; communicate processes and procedures to city staff.
- Enhance and maintain HR website for effective communication of related information.
- Maintenance of records subject to audit, i.e., I-9, background check, civil service documents, etc.
- Perform general compensation analysis, as directed.
- Provide data for employment, and compensation related reports.
- Assist in ensuring accurate records are maintained for employee benefit plans and worker's compensation.
- Performs other job-related duties as assigned by supervisor.

## **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.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office environment, vehicles, and occasional outdoor settings.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be considered to be incidental in the performing of their duties just as though they were written out in this job description.*