



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Executive Secretary – City Secretary’s Office

JOB NO: CL017126

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

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.

GENERAL SUMMARY

To provide a wide variety of highly responsible and complex clerical and secretarial duties in support of the City Secretary’s office and the Mayor’s office and to provide professional, effective and efficient public service assistance to the general public.

SUPERVISION

General supervision is provided by the City Secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Prepare and maintain a variety of files and filing systems including contracts, deeds and easements; prepare, maintain and update various records and databases; research and verify information as requested.
3. Screen calls, visitors and mail; respond to requests for information and assistance; assist in resolving citizen concerns and complaints.
4. Assist in preparation of the department’s annual budget.
5. Prepare and compile a variety of correspondence as required; publish and post notices as required.
6. Ability to coordinate, prepare documentation and organize activities in conjunction with Student Government Day, Boards and Commission banquet and other events as required.
7. Perform a wide variety of responsible and confidential secretarial and administrative duties for the City Secretary’s office and the Mayor’s office.
8. Prepare letters and certificates for Board and Committee appointees.
9. Participate in assembling City Council agenda packets.
10. Prepare monthly City Council and Staff calendars; post on website and distribute as needed.
11. Coordinate with the Mesquite Independent School District the process of compiling the Newcomer Packets and ordering supplies as needed and maintain information on City’s website.
12. Responsible for publishing legal ads in the newspaper for various City departments and posting ads on the City’s website.
13. Perform various accounting duties for the City Secretary’s office.
14. Responsible for filing documents with Dallas County for various departments.

15. Maintain City scrapbook.
16. Able to work overtime as needed.

OTHER DUTIES AND RESPONSIBILITIES

1. Order and maintain office supplies and associated materials; perform inventory duties as required.
2. Maintain payroll records for the City Secretary's office.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Four years of progressively responsible secretarial and clerical experience; type 45 wpm.

LICENSES AND CERTIFICATES

Possess or obtain Notary Public Certification from the State of Texas within one year from date of hire.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods and computer equipment including Microsoft Word, Microsoft Excel and Microsoft Publisher.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Skill in:

Typing various reports and correspondence.

Operating various types of office equipment including typewriters, facsimile machines, photocopiers, adding machines, dictaphone and computers using Microsoft Word, Microsoft Excel and Microsoft Publisher.

Ability to:

Pursue a course of study leading to certification from the Texas Municipal Clerks Certification Program as a Texas Registered Municipal Clerk and maintain certification.

Tactfully respond to requests and inquiries from the general public.

Perform responsible secretarial duties involving the use of independent judgment and personal initiative.

Coordinate and organize various events.

Research a variety of information.

Discreetly handle confidential information.

Simultaneously perform a variety of clerical and secretarial functions.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Compose, prepare and review a variety of correspondence and reports.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *occasionally bending, stooping, twisting, squatting and reaching above the shoulder*
- *sitting for extended periods of time*
- *lifting and carrying objects occasionally weighing up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: August 2002; June 2006; December 2008