

FLSA: NON EXEMPT
PAY RANGE: 18
PAY CODE: HOURLY
WC/CODE: 8810

**CITY OF WHARTON
PART-TIME PUBLIC WORKS SECRETARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of clerical, secretarial, and technical duties in support of an assigned function; to develop and input correspondence and data into a computer terminal; to type and proofread various documents and verify data for accuracy; to assist and inform the public, in person or on the telephone; sorting, filing, copying or clerical accounting services and to assist with the department mapping program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from managerial or supervisory staff.

Exercises no direct supervision.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

- . Type, proofread and word process a variety of documents and forms including general correspondence, reports, orders and memoranda from rough drafts.
- . Answer the telephone and wait on the general public.
- . Perform a variety of clerical activities including performing records maintenance activities; maintain a calendar of events.
- . Record service requests; respond and follow up with the status of citizen service requests; ensure that request was channeled to appropriate department and brought to closure.
- . Operate a variety of office equipment including a copier, facsimile machine, and computer; order and maintain office supplies.

- . Provide staff assistance to the Public Works Director, Utility Superintendent, Street Superintendent and Mechanic.
- . Report streetlight outages and customer complaints/inquiries to CenterPoint; Responsible for reporting outages/issues of City street/security lights.

Other important duties and responsibilities

- . Perform a variety of special projects as assigned.
- . Organize and maintain a filing system.
- . May distribute or file computer print outs; perform various clerical duties in support of assigned functions.
- . Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of business letter writing and basic report preparation.
Modern office procedures, methods and computer equipment.

Knowledge of:

Basic principles of record keeping.

Policies and procedures of assigned area as well as general city policies and procedures.
English usage, spelling, grammar and punctuation.

Methods and procedures of data entry.

Ability to:

- Perform a wide variety of clerical duties in support of an assigned function.
- Operate office equipment including a computer.
- Type at a speed necessary for successful job performance.
- Maintain confidentiality of sensitive information.
- Prepare a variety of documents and correspondence.
- Meet schedules and time lines.
- Maintain records and prepare computer generated reports.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

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

Ability to:

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *demonstrating intellectual capabilities*
- *working on multiple tasks at the same time.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some general office or clerical experience is desired.

Training:

Equivalent to a high school diploma. Additional secretarial training is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers; high levels of public contact.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time; talking often on the telephone.