

City of Lockhart, Texas

JOB DESCRIPTION

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 reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Receptionist/Secretary

Department: City Manager

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

The Receptionist/Secretary performs receptionist duties such as answering and forwarding phone calls and greeting/directing visitors. An incumbent in this position also performs general office duties including typing and filing.

ESSENTIAL JOB FUNCTIONS

- Greets public and directs visitors to appropriate department; takes message and routes phone calls.
- Provides clerical support in a fast paced working environment to supervisor and other management staff; enters data into computer; types reports, ordinances, memos, and correspondence.
- Proofreads typed and hand written material for completeness and accuracy.
- Prepares Proclamations, Certificates, and other documents as needed.
- Assists with telephone network questions; assists with troubleshooting phone connectivity problems.
- Copies, collates, and distributes documents to other departments.
- Processes standard documents and forms.
- Sorts and distributes morning mail; processes and stamps outgoing mail.
- Assists in setting up meetings; posts notices; and prepares packets.
- Assists with meeting agendas and minutes as needed.
- Maintains department copier and postage machine; records totals; and forwards information to accounting area.
- Maintains inventory such as envelopes, forms, etc.
- Maintains, researches, and obtains supply quotes; orders, and restocks office supply inventory; distributes supplies as needed; maintains related records; takes annual inventory; and negotiates for better prices with vendors.
- Maintains copy paper supplies in vault; provides log sheet for sign outs for each department.
- Reorders and stocks janitorial and paper products (cups/plates, etc.) used for organizational events.
- Performs other related duties as assigned.
- Orders and maintains City logo materials, such as envelopes.
- Receives, date stamps and distributes incoming delivers.

- Assists with coordinating special City events.
- Assists with scanning and filing documents into Laserfiche.
- Assists with public information requests.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent, two (2) years of clerical/secretarial experience in municipal government, or an equivalent combination of education and experience; business school or similar education beyond high school is preferred.

Licenses or Certifications:

- None.

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.
- Available to work overtime when assigned.

Knowledge, Skills and Abilities:

- Knowledge of good customer service techniques.
- Knowledge of current office practices.
- Skill in using Microsoft Office, especially Excel and Word.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Skill in providing good customer service.
- Skill in organizing and prioritizing.
- Skill in typing.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division.
- Ability to follow instructions and procedures.
- Ability to meet deadlines.
- Ability to interpret and analyze data.
- Ability to use standard office equipment.
- Ability to communicate, both verbally and in writing.
- Ability to deal with the public, skillfully, tactfully, and effectively.
- Ability to appropriately manage confidential and sensitive information.
- Ability to establish working relationships with supervisor, other members of management, other City staff, and the public.
- Ability to work overtime when assigned.

PHYSICAL DEMANDS

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

F	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crouching: Bending the body downward and forward by bending leg and spine.

F	<ul style="list-style-type: none"> Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	<ul style="list-style-type: none"> Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
C	<ul style="list-style-type: none"> Hearing 2: Receiving detailed information; making discrimination in sound.
O	<ul style="list-style-type: none"> Kneeling: Bending legs at knee to come to a rest on knee or knees.
R	<ul style="list-style-type: none"> Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
C	<ul style="list-style-type: none"> Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
R	<ul style="list-style-type: none"> Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
R	<ul style="list-style-type: none"> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
R	<ul style="list-style-type: none"> Reaching: Extending hand(s) and arm(s) in any direction.
	<ul style="list-style-type: none"> Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
O	<ul style="list-style-type: none"> Standing: Being erect particularly for sustained periods of time.
C	<ul style="list-style-type: none"> Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	<ul style="list-style-type: none"> Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
C	<ul style="list-style-type: none"> Visual Acuity 2: Verifying color, depth perception, or field of vision.
	<ul style="list-style-type: none"> Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
F	<ul style="list-style-type: none"> Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed in a relatively safe and secure work environment and inside a climate-controlled building.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date