

CITY of AZTEC JOB DESCRIPTION

Job Title: Administrative Assistant
Department: Administration
Shift: Full-Time, Mon-Thurs 4'10 workweek
Pay Plan: Level 11.2 \$20.59/hr
Exempt: No
Reports To: City Manager/City Clerk
General Direction From: City Clerk
Position Closes: **July 8, 2025 @ 5:00pm**

PURPOSE & NATURE OF JOB

To assist internal and external customers, city officials, and city employees in a professional and courteous manner. Performs a variety of routine and non-routine clerical duties, provides clerical support to the City Clerk, Personnel Department and City Manager's Office. May be asked to assist others.

ESSENTIAL DUTIES

Greets and assists customers, answers incoming calls and routes callers or provides information as required; provides word processing which includes a variety of correspondence, reports, memoranda, other material requiring judgment as to content, accuracy and completeness; data entry; Maintains filing system; distributes and sends mail, manages postage meter, copy machine, maintains inventories and orders supplies and materials and prepares small purchase orders and purchase orders as required; Will be required to scan documents into Click Scan system for municipal records retention policy. Will assist with travel preparation for city commissioners and city clerk. Will assist to do monthly safety inspections, check fire extinguishers and request work orders as needed for City Hall and other departments and citizens. Work requires attention to detail, confidentiality, sound judgement and the ability to work in a fast-paced environment involving sensitive personnel information. Must be able to multi-task, prioritize work and be able to work independently.

Accept Applications for employment. This position will contact applicants to set up interviews, prepare interview packets for Department Heads, and mail letters or emails to applicants not chosen for interviews. Prepares Safety Manuals and Personnel Policy Handbooks for Personnel Director and copies forms as needed.

Assists in developing, preparing and distributing the Commission Meeting Agendas and packets. Traveling in an automobile may be required as part of the job.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

RESPONSIBILITIES

Supervision:	None
Public Contact:	This position is the first contact point for the public, Elected Officials and all City Departments
Budget:	None
Other:	City Manager's Office: Assist City Manager and Administrative Assistant as needed. City Clerk's Office: Assist the Clerk as Needed Personnel Department: Assist Personnel Director as needed

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education:	High School Diploma or G.E.D. Business School, and/or associate degree or
Experience:	Two (2) years Secretarial/Clerical experience required Two (2) year municipal government preferred
Knowledge:	Knowledge of the City of Aztec would be beneficial. Excellent customer service and interactions skills a must. Must be friendly and outgoing, while being able to maintain self-control in stressful situations. Must be able to handle confidential information in a professional manner Must be detailed oriented Must have the ability to deal with irate citizens or employees Must be skilled in Microsoft programs including but not limited to Word, Excel and Outlook

Must be willing and able to learn other software programs as required.

Certificates/Licenses:

None

Recertification:

None

Use of Tools and/or Equipment:

Standard office equipment including personal computer, multi-line telephone system, postage machine, copier, and scanner

WORK ENVIRONMENT

Physical Demands:

Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling reaching, bending. The employee is frequently required to sit and talk or hear. Occasionally standing for short periods of time. The employee must occasionally lift and/or move up to 30p pounds.

Hazards:

No observable hazards. Adequate working conditions.

Exposures:

Minimal