

**City of Truth or Consequences
Human Resources Office**

PH: (575) 740-7554
Ext: 314

505 Sims Street
Truth or Consequences, NM 87901

FAX: (575) 894-0363
www.torcnm.org

POSITION DESCRIPTION

Class Title: Water/Wastewater Administrative Assistant
Department: Water

Status: Classified
Classification: 4

GENERAL PURPOSE:

Provides a variety of routine and complex clerical, secretarial and administrative duties to include use excel to create spreadsheets reports for the Water/Wastewater Department.

SUPERVISION RECEIVED:

Works primarily under the direction of Water /Wastewater Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Performs grant administration duties for Water and Wastewater related projects.
- 2) Assist director in reviewing and updating policies and procedures related to Water and Wastewater department operations.
- 3) Assist director on annual Inventory Asset Management as required by city administration.
- 4) May be required to attend meetings and/or conferences on behalf of department director.
- 5) This is a confidential position, the administrative assistant must, above all be able to have knowledge of confidential information and not divulge it under any circumstances.
- 6) Answer multi-line telephone, receive and route messages, maintain orderly flow of appointments transfer calls and take messages.
- 7) Perform administrative and clerical duties such as composing correspondence for approval and signature, assemble documents, required reports, correspondence.
- 8) Maintain filing systems, control records, file correspondence, memos and reports, retrieve and copy materials as needed.
- 9) Prepare timely reports to state and federal governmental agencies (USEPA & NMED) as required on a regular monthly, quarterly, bi-annual, or annual schedule.
- 10) Develop and maintain office forms and procedures. Duplicate and distribute material.
- 11) Responsible for complying with the preparation of purchase requisitions.
- 12) Performs other related duties as assigned.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job

MINIMUM QUALIFICATIONS:

- 1) High school diploma or GED Certificate of Completion: plus any combination of college level education, (Associates degree plus two years' experience) or administrative secretarial experiences totaling four (4) years.
- 2) Computer training helpful - three years of intensive computer usage/ experience required
- 3) Knowledge of business correspondence standards including English, grammar, formatting, spelling and punctuation.

Knowledge, Skills and Abilities:

- 1) Computer literate, proficiency in MS Word, WordPerfect, Excel- to create spreadsheets and reports
- 2) Ability to answer phone in a professional manner, take messages and refer callers appropriately. File type and use multi-line telephone and base radio.
- 3) Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- 4) Ability to type with accuracy business letters, reports and summaries.
- 5) Good knowledge of spelling, punctuation, grammar, proofreading.
- 6) Ability to communicate in oral and written English.
- 7) Ability and Knowledge of mathematic to accurately calculate formulas used at wastewater treatment plant.

Requirements/Certifications/Licenses:

- 1) Valid New Mexico Driver's License.
- 2) Minimum four (4) years' experience in office operations utilizing secretarial skills and extensive computer use.
- 3) Must successfully pass pre-employment drug testing and post-offer employment medical examination.
- 4) Must be able to attend training out of town as required to obtain necessary certification and other trainings as necessary.

EQUIPMENT, TOOLS & MATERIALS:

- 1) Equipment typically used: multi-line telephone, personal computer and printers, fax machines, photocopy machine, 10 key calculators.
- 2) Materials and products handled: files, forms, reports, records and office supplies and chemicals.

List is general not all inclusive.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) The employee is frequently required to stoop, bend and reach while performing the filing duties.
- 2) The employee is frequently required to sit at a desk most of the working day, and walk short distances.
- 3) Duties may require walking both indoors and outdoors.
- 4) The employee is required to use hands to finger, handle, or operate objects or controls; reach with both hands and arms and be able to hear and speak.
- 5) The employee must occasionally lift and/or move up to 25 pounds.
- 6) Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS:

- 1) Most of the essential duties are performed indoors, in a temperature controlled environment.
- 2) Most duties are performed on an even and dry surface, which may be carpeted or tiled.
- 3) The noise level in the work environment is usually moderately quiet.
- 4) Often works alone with the direction of the WWTP Department head or supervisor.
- 5) Subject to unpleasant odors, fumes, dust, mists, and chemicals.