

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

505 Sims Street

PH: (575) 740-7554 Truth or Consequences, NM 87901 FAX: (575) 894-0363

Administrative Assistant

The City of Truth or Consequences has an opening for the position for ADMINISTRATIVE ASSISTANT in the City Clerk's Office.

See Job Description for full requirements and representative duties.

Pay commensurate with qualifications and experience, plus benefits

Application and Job Description are available from Human Resources Office, 505 Sims St., T or C., NM 87901, tel. #575-740-7554; fax #575-894-0336 or on the City's website at: www.torcnm.org Applications and resumes will be accepted until November 3, 2023. Equal Opportunity Employer

PUBLISH: February 09, 2024 - Each Friday until Filled - Sentinel

POSTED: City's Website: 02/12/2024
 Indeed.com: 02/12/2024

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POSITION DESCRIPTION

Class Title: Administrative Assistant
Department: Office of the City Clerk

Classification: 4
Status: Classified Fulltime

GENERAL PURPOSE:

This position works under direct supervision of the City Clerk or Deputy City Clerk and performs clerical, receptionist, and secretarial duties for the City Clerk's office.

SUPERVISION RECEIVED/GIVEN:

This person is supervised by the City Clerk-Treasurer and Deputy Clerk.

ESSENTIAL FUNCTIONS:

- Type correspondence, reports, and other materials from rough or advanced draft using a word processor and/or computer.
- File and retrieve information from manual and/or computer automated files.
- Enters data into various city software programs.
- Provides customer service by answering telephones and greeting walk-in customers, provides information, answering inquiries, and directing inquiries to the appropriate city department.
- Sort and distribute mail; prepares outgoing mail.
- Take complaints from public and provides information as requested.
- Files Tort Claims, which includes distribution to the Clerk-Treasurer, appropriate departments, and the NMSIF.
- Research information from files, minutes, regulations, and legal documents.
- Maintain Records for City Owned Cemetery's which includes, scheduling internments, purchase of lots, and preparation of cemetery deeds.
- Schedule events at various City venues and parks.
- Prepares Accounts Payable Vouchers for deposit refunds.
- Performs a variety of clerical duties as needed including making copies, sending faxes and emails.
- Maintain supplies inventory and order supplies as necessary.
- Provide secretarial support for appointed City boards and Committees which includes preparation of agendas, transcribing minutes, and preparing board appointment letters.

- Issues Animal Licenses, Kennel/Multi-Animal Permits, Dangerous Dog Permits, Business Licenses, Short Term Rental Applications, Liquor Licenses, Golf Cart Permits, Firework Permits and other related permits.
- Assists City Clerk and Deputy Clerk with Public Information Requests.
- Logs and issues city credit cards to various departments for city purchases.
- Responsible for all records retrieval, archiving, and destruction.
- Assists the Clerk-Treasurer and Deputy Clerk with all aspects of the administration of the Office.
- Provides Notarial Services to the public and various departments.

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.

GENERAL DUTIES:

- Works cooperatively with colleagues, supervisors, employees, governing body, board members, and the public.
- Seeks out viable solutions to problems; researches articles, publications, and other resources to find solutions.
- Maintain and complies with the City's Personnel Policies and Procedures.
- Demonstrates ethical behavior.
- Engages in self-development and attends training to maintain and enhance knowledge.
- Responds to change productively and handles other tasks as assigned.
- Answers telephone and addresses all customers in a professional and positive manner.
- Accepts responsibility for all actions and work.
- Maintains a neat, functional office that is inviting, professional, safe, and free of clutter.
- Work independently with minimal supervision.
- Assists with preparation of agendas and filing, scanning, and distribution of agenda packets.
- Works cooperatively with colleagues, supervisors, employees, and the public.
- Exercises caution and attention to detail, work methods and procedures when dealing with confidential information.
- Composes and processes a variety of materials including correspondence, reports, notices and various other documents.
- Maintains a regular filing system and keeps accurate records.
- Obtains, organizes and presents pertinent data for required licenses.
- Maintains a pleasant and positive public relations image through telephone and written communications, assistance to individuals on a walk-in basis, scheduling of appointments and rapport with co-workers.
- Adheres to all health, safety and sanitation policies of the City and notifies the proper authorities when repairs or replacements are required in order to maintain established standards.
- Regular and punctual physical attendance in the workplace.
- Accepts responsibility for all actions and work.
- Responds to change productively and handles other tasks as assigned.
- Maintains a neat, functional office that is inviting, professional, safe, and free of clutter.
- Provides support to other department staff and City Clerk as needed.
- Serves as a first point of contact via telephone and for those customers coming into the Clerk's Office.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalency is required.
- Two (2) years' experience as a receptionist, clerk or typist in an office setting.

Knowledge, Skill, and Abilities:

- Ability to file, type, use word processor, computer terminal, excel spreadsheets, and multi-line telephone system.
- Needs dexterity, speed and accuracy in handling office equipment.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to effectively and courteously meet and deal with the public and exhibit tact, courtesy, and initiative in handling routing problems in the department.
- Ability to handle a large volume of routine correspondence. Assist in maintaining reports, records, databases and information files.
- Ability to count monies accurately.
- Ability to communicate effectively both oral and written English.
- Ability to take and transcribe minutes.
- Ability to perform a wide variety of duties with accuracy and speed under the pressure of time sensitive deadlines.
- Computer literate, proficiency in related software such as MS Word, Excel and data entry programs.
- Ability to answer telephones in a professional manner, take messages, direct callers and at all times maintain a professional demeanor with an emphasis on providing a high level of customer service.
- Ability to prioritize, plan and organize work.
- Ability to meet deadlines.
- Ability to communicate effectively orally and in writing.
- Ability to conduct yourself in a professional manner with coworkers and the public.
- Ability to handle confidential matters in a professional trustworthy manner.
- Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities.
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail and with accountability for work product.
- Effective skills in planning and organization.
- Demonstrate effective team member participation.
- Proficiency in personal computer use, word processing, spreadsheets, and license/permit data entry.
- Ability to perform a variety of specialized assignments requiring interpretation and analysis of work practices and procedures.
- Ability to demonstrate and perform a high degree of customer service to the public, coworkers, and governing body.
- Ability to communicate, verbally and in writing, in order to maintain effective working relationships with staff, administrators, and general public.
- Ability to maintain high accuracy and attention to detail.
- Ability to work independently with minimal supervision.
- Ability to appropriately handle confidential matters.

- Ability to perform essential job functions and job task requirements.

Requirements/Certifications/License:

- Valid New Mexico Driver's License.
- Must successfully pass pre-employment drug screening.
- New Mexico Notary Public Certification or the ability to obtain within 3 months of hire.

EQUIPMENT, TOOLS, AND MATERIALS:

- Equipment typically used as follows, multi-line telephone, computer terminal, computer printer, computer keyboard, word processor, photocopy machine, fax machine, calculator.
- Material and products handled as follows, files, forms, reports, records, receipt books, and office supplies and chemical.

WORK ENVIRONMENT:

- All essential duties are performed indoors, in a temperature-controlled environment.
- Duties are performed on an even and dry surface, which may be carpeted or tiled.
- Duties performed weekdays and evenings, as required.
- Often works alone with direction from the City Clerk.

PHYSICAL FUNCTIONS:

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.

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer.
- Sufficient manual mobility, agility, balance, strength and flexibility to work in an office environment that requires sitting for long periods of time, keyboarding and occasionally lifting up to 40 pounds.
- Sufficient clarity of speed and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instruction and communicate effectively on the telephone and in person.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work, instructions and review, evaluate, and prepare a variety of written/typed documents and materials.
- Jobs in the class require performing repetitive hand movement in gripping, finger movement, and hand/wrist/arm movements. Related job task may require, with or without reasonable accommodation, walking, standing, sitting, stooping, squatting, kneeling bending, crouching, pushing, grasping and reaching.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required. 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. The job description

does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer Statement:

The City of Truth or Consequences is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Truth or Consequences makes hiring decisions based solely on qualifications, merit, and business needs at the time.

I have read the above Written job description, I understand the demands and expectations of the position described and to the best of my knowledge believe I can perform these duties. I understand that this is a uniformed fulltime position in compliance with FLSA (Fair Labor Standards Act).

Name_____ Date_____