

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

**505 Sims Street**

**FAX(575)894-0363**

**PH: (575) 740-7554**

**Truth or Consequences, NM 87901**

**www.torcnm.org**

## Job Advertisement

### **EXECUTIVE ASSISTANT**

The City of Truth or Consequences has an opening for the position of **EXECUTIVE ASSISTANT** in the **CITY MANAGER'S OFFICE**.

See Job Description for full requirements and representative duties.

Pay rate commensurate with qualification and experience, plus benefits

Application and Job Description are available from Human Resources Office , 505 Sims Street, T or C., NM, 87901, tel.#575-740-7554 fax #575-894-0363 or on the City's Website at [www.torcnm.org](http://www.torcnm.org) Deadline for applications to be returned to the City's Human Resources Office is 10/25/2024. E.O.E.

**PUBLISH:** Sentinel-November 28, 2024  
December 05, 2024  
December 12, 2024  
December 19, 2024

**POSTED:** **City's Website** 11/27/2024  
**Indeed.com** 11/27/2024  
**Workforce** 11/27/2024

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## **POSITION DESCRIPTION**

**Class Title: Executive Assistant**  
**Department: City Manager's Office**

**Classification: 11**  
**Status: Classified**

**GENERAL PURPOSE:**

Provide a variety of routine and complex clerical, secretarial and administrative duties in the City Manager's Office.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the City Manager.

**SUPERVISION EXERCISED:**

None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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, unless specifically authorized by the City Manager, Assistant City Manager, or City Commissioners.
- Provide receptionist duties, such as answering the multi-line telephone, route messages, schedule appointments, maintain orderly flow of appointments, refer inquiries or visitors to appropriate staff; and greet the public.
- Perform administrative and clerical duties such as composing correspondence for approval and signature; assemble documents, required reports, correspondence, or reference material upon which administrative decisions may be made; make necessary arrangements for various conferences, board or other meetings; relay instructions and information to other staff members; maintain filing systems, control records, file correspondence, memos and reports, retrieve and copy materials as needed.
- Prepare various mandatory reports due to state and federal governmental agencies on a
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- Prepare various mandatory reports due to state and federal governmental agencies on a regular monthly, quarterly, biannual, and/or annual basis.
- Develop and maintain office forms and procedures; duplicate and distribute material; prepare award certificates for appreciation and/or promotions/reassignments, et cetera.
- Responsible for complying with the preparation of purchase requisitions from the City Manager's budget.
- Ability to think and act independently and without direct supervision at all times.
- Ability to proofread not only for spelling and grammar, but also for content.

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:**

### **Education and Experience:**

- High School Diploma, or GED Certificate of Completion; plus any combination of college level education or administrative secretarial experience totaling five (5) years.
- Computer training – three (3) years of intensive computer usage/experience required.

### **Knowledge, Skills, and Abilities:**

- Computer literate, proficient in MS Word and Excel, and basic knowledge of PowerPoint would be an asset.
- Ability to answer telephones in a professional manner, take messages and refer callers to other sources as appropriate. Ability to respond to inquiries from the public on matters not within work area.
- Ability to work in an atmosphere of frequent interruptions, priority changes and conflicting directives. Must have ability to prioritize, plan and organize work.
- Knowledge and use of methods required to tactfully greet the public; ability to interact with all levels of internal staff, local, state and federal government; and ability to represent supervisor.
- Ability to perform difficult tasks rapidly and accurately, to accept responsibility, and handle confidential matters in a trustworthy manner.
- Good knowledge of spelling, punctuation, grammar, business arithmetic, business English, proofreading, and modern office methods and equipment.

### **Requirements/Certifications/Licenses:**

- Valid New Mexico Driver's License.
- Must successfully pass pre-employment drug testing and post-offer employment medical examination.

### **Equipment, Tools & Materials:**

- Equipment typically used: multi-line telephone, personal computer and computer printer, word processor, photocopiers, fax machine, and calculator.
- Materials and products handled: files, forms, reports, spreadsheets, records, receipt books, and office supplies and chemicals.

## **FUNCTIONAL REQUIREMENTS:**

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stoop, bend and reach while performing filing duties.
- The employee is occasionally required to stand for long periods of time while photocopying and assembling material.
- Duties require sitting at a desk and using a computer for long periods of time.
- Duties include walking, both indoors and outdoors, and operating a motor vehicle.
- Employee is required to use hands to handle, or operate objects or controls; reach with hands and arms and be able to hear and speak clearly.
- Employee must occasionally lift and/or move up to 25 pounds for short distances.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

- Most of the essential duties are performed indoors, in a temperature controlled environment.
- Most duties are performed on an even and dry surface, which may be carpeted or tile.
- A forty hour work week, normally 8:00 a.m. to 5:00 p.m.; however, special events and activities may require occasional irregular hours.
- Often works alone without direct supervision.
- The noise level in the work environment is usually moderately quiet.

**SELECTED GUIDELINES:**

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

This Position Description does not constitute an employment agreement between the Employer and 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).

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Name \_\_\_\_\_

Date \_\_\_\_\_

