

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- English usage, spelling, grammar, punctuation; business letter writing and basic report preparation techniques.
- Modern office procedures, methods and computer equipment. Knowledge of GroupWise systems is important.
- Organization, procedures, and operating details of a municipal government.
- Customer service needs and delivery.

Ability to:

- Perform responsible and difficult secretarial work involving the use of independent judgement and personal initiative.
- Comprehend the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and department policies and procedures.
- Handle multiple tasks at any given time.
- Independently prepare correspondence and memorandums.
- Type accurately and at a speed necessary for successful job performance.
- Work independently in absence of supervision.
- Operate and utilize modern office equipment including computer and word processor.
- Work cooperatively with other departments, City officials and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships and customer service levels throughout the course of business.
- Analyze problems, evaluate alternatives, and make creative recommendations.
- Represent the City effectively in meetings, including making presentations.
- Prepare coffee and set up breakfast, lunch and/or dinner meetings.
- Organize and maintain accurate files and records.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or GED. Associate's degree in business administration, public administration, or related field. Bachelor's degree preferred

Experience: Two years of administrative experience assisting elected official or high-level executives.

Training: Above average word processing and computer skills.

License or Certificate: Must possess at the time of employment and continuously throughout employment a Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion required due to occasional walking, standing, bending, stooping, and reaching. Must be able to handle stressful situations, attend some breakfast, lunch or evening meetings and travel to off-site facilities. Must be able to carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & Approved: August 2012