

Administrative Assistant Planning, Development, and Inspection Services

Salary Range 18: \$39,250 - \$54,954

Hourly: \$18.87 – \$26.42

Job Summary

Under supervision, provides administrative support to the daily operations of assigned department/division. Performs a wide variety of clerical duties. Interacts with employees, vendors, and public when answering questions, obtaining/distributing information or coordinating department programs/projects.

Essential Job Functions

- Provides administrative support to the daily operations of the assigned department.
- Performs a wide variety of clerical and administrative duties such as telephone and over-the-counter interaction with external and internal parties, processing paperwork and entering data into various City databases.
- Responds to requests for information from supervisory staff, employees, or general public.
- Answers questions related to the department's activities, programs, policies, and procedures.
- Performs various fiscal activities including, monitoring, and submitting requisitions for supplies and materials, initiating purchase orders as directed, maintain petty cash fund, maintains financial documentation; and prepares payroll records and maintains timesheets.
- Performs office and clerical duties including, filing documents, reports, and correspondence for the department; receive, sort, and distributing incoming and outgoing mail; and proofreads a variety of documents including general and confidential correspondence and reports.
- Performs other duties as assigned.

Minimum Qualifications

- High School Graduate (or equivalent, i.e., GED).
- One (1) year of administrative support experience.
- Must pass a pre-employment drug screen and background check.
- Must possess a valid Texas Driver's license.
- Must be extremely organized.

Knowledge and Skills

- City policies and procedures.
- Methods and techniques of providing administrative support to the department.
- Principles required for record keeping and records management.

- Principles and practices of office administration and human resources.
- Municipal budgetary policies, requirements, and procedures.
- Data entry and filing.
- Operation of office equipment and computers utilizing a variety of business software.
- Effective oral and written communication.
- Analytical thinking and problem solving.
- Planning, organization, and time management.

Physical Demands / Work Environment

- General office environment.
- Ability to sit or stand for long periods.
- Ability to lift 25 pounds.

To Apply

Download employment applications online at <http://www.ennistx.gov/departments/HumanResources/jobs>. Application may be obtained and returned to Human Resources at City Hall:107 N. Sherman, Ennis, TX 75119 or emailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION IS OPEN UNTIL FILLED

CITY OF ENNIS IS AN EQUAL OPPORTUNITY EMPLOYER & A DRUG-FREE WORKPLACE