

THE CITY OF RHOME, TEXAS

POSITION TITLE: Administrative Assistant - Police Department/Municipal Court

SCOPE OF RESPONSIBILITIES

This position assists in the administrative functions of the Rhome Police Department and Municipal Court in accordance with all applicable city ordinances and state laws.

SUPERVISION RECEIVED

Administrative direction is provided by the City Administrator as the direct supervisor. Functionally, the Administrative Assistant - Police Department/Municipal Court will receive primary direction on a day-to-day basis from either the Police Chief or Municipal Court Clerk, depending on which respective department is being assisted at a given time.

HOURS

This position is a part-time position.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

Duties include, but are not limited to, the following:

- Performs administrative and technical support functions for each respective department, requiring understanding of local government operations and City services; maintains information confidentiality and performs duties with discretion and within scope of authority; duties vary according to job assignment and work skills. Position must have availability to attend Municipal Court Sessions;
- Performs experienced clerical, technical, and administrative duties, including special projects, special program activities, coordinating activities, data management, record keeping, accounting, and research. Record, publish, index, maintain and authenticate City Council minutes, ordinances, resolutions and other legal documents of the City;
- Maintains and updates a variety of computer databases and files; enters edits and retrieves data and prepares reports; reviews and account code income bills to submit to City Hall;
- Compiles information and materials for special assignments and projects;
- Processes a variety of administrative forms, maintains and updates City records and information tracking systems; prepares correspondence, reports, accounting records, and administrative documents;
- Provides informed and confidential technical assistance to customers and others having business with the City; assists customers with requests, applications, and other documents; retrieves and releases information according to City procedures;
- Explains City rules, policies, and procedures to the public;
- Arranges and schedules appointments and meetings; assists with the annual budget process;
- Screens visitors and phone callers; resolves issues and complaints as appropriate;
- Supports the departmental operations with regular and timely attendance;
- Supports the relationship between the City of Rhome and the public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff;
- Assists employees and the public by responding to requests for information and requests for action in a timely and customer-oriented manner;
- Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Must have high school diploma or G.E.D. Some College or specialized training preferred.

Experience:

Some administrative support experience preferred.

Knowledge:

Some knowledge of general office equipment and procedures such as filing, data entry, and records keeping preferred.

Other Requirements

Ability to work alone and unsupervised.

Must fill out an Employment Application.

Must pass a pre-employment criminal history check and drug test.

Ethical and Moral Requirements

As an employee of the city, must be of the highest moral and ethical character, and be willing to comply with all applicable laws and regulations, and will be expected to conduct the job functions and outside activities with the highest degree of fidelity, morality and ethics.

ADA COMPLIANCE

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.

While performing the duties of this job, the employee is frequently required to sit or stand in the office, at the counter or in meeting rooms as necessary for extended periods. The position requires frequent use of computers. Occasional ability to lift, carry and put away such items as records and office supplies of moderate weight of up to 40 pounds. Moreover, while the position is largely administrative, the employee may sometimes be required to directly participate in other activities, and may be required to stand, walk, stoop, kneel or use hands to operate equipment, objects, or controls; and reach with hands and arms.

Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office setting with frequent interruptions and with the need to deal with a wide variety of people, some of whom may be irate, difficult or even dangerous.

The noise level in the work environment is usually low to moderate while in the office.

REASONABLE ACCOMMODATIONS

The City of Rhome is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Rhome will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

(Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. This is an *at-will* position without a definite duration or term of office.)