



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: October 28, 2024
CLOSE DATE: Until Filled

JOB TITLE: Administrative Assistant II

PAY RATE: \$18.00+ (based on experience)

DEPARTMENT: City Clerk

SUMMARY:

This position provides office support and assists in all office procedures and tasks and they are related to the nature and purpose of the department. Performs under the general direction of the City Clerk or designee.

DUTIES AND RESPONSIBILITIES:

- Oversees all aspects of general office coordination.
- Maintains the office calendar to coordinate work-flow and meetings.
- Maintains confidentiality in all aspects of department information.
- Interacts with the general public, employees and management.
- Answers telephones, takes messages, and transfers calls to appropriate staff.
- Opens, sorts, and distributes incoming correspondence, including faxes and email.
- Prepares responses to correspondence containing routine inquiries.
- Performs general clerical duties to include, but not limited to, recordkeeping, copying, faxing, mailing and filing.
- Files and retrieves documents, records and reports as necessary.
- Coordinates and maintains records for staff, department/division, telephones, computers, gas cards, etc.
- Creates and modifies documents such as reports, memorandums, letters and financial statements.
- Assists employees with time sheets, leave requests and overtime forms.
- Monitors expenditures, line item transfers and budget adjustments.
- Makes decisions and follows through on administrative matters affecting operation of the Department/Division.
- May be required to perform added duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- Experience with data entries, work processing and accounting principles in an office setting and office practices.

PREFERRED REQUIREMENTS:

- Bilingual skills.

EMPLOYMENT REQUIREMENTS:

- A valid insurable New Mexico driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general administrative practices and procedures.

- Knowledge of all functions of municipal operations or ability to acquire such knowledge in a relatively short period of time.
- Must possess ability to use Microsoft Office Suite, and general office equipment.
- Must have excellent communication skills both written and verbal.
- Must be able to deal effectively with other organizations and the public providing excellent customer service.
- Ability to work independently.
- Ability to learn and evaluate new equipment and systems applicable to municipal government.
- Must have ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public.
- Must be self-directed and able to work with minimum supervision.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in an office setting 95% of the time.
- Work surface is on even flat/hard and/or carpeted areas.
- Some travel and field work is required occasionally.
- Occasionally may be required to work beyond normal workday.
- Mobility factors; walks 5 % of the time.
- Climbs stairs 2 % of the time, stands 13 % of the time and sits 80 % of the time.
- Bends occasionally.
- Reaches, works with arms extended occasionally, carries up to 20 lbs.
- Bends, kneels, squats and walks.
- Gross dexterity, occasionally grasp/manipulates, frequently. Speed required, occasionally; bilateral coordination, occasionally; eye/hand coordination, occasionally.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

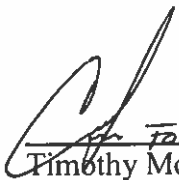
APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application, The employment application is available at:

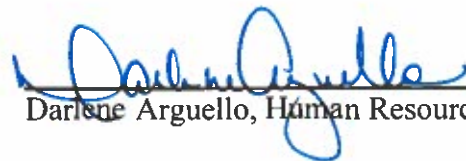
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:


FOR TIM MONTGOMERY
Timothy Montgomery, City Manager


Darlene Arguello, Human Resource Director