

ADMINISTRATIVE ASSISTANT

Copper Canyon - Job Description

The Administrative Assistant will be the Town's initial point of contact at Town Hall. The ideal candidate will be a creative self-starter with a high-energy level, demonstrated leadership skills, and a desire for growth and success that matches their personal career goals.

A. GENERAL OFFICE

- **Incoming Calls:** Receive all incoming telephone calls to Town Hall and direct inquiries to appropriate Town official or employee.
- **Public Reception Counter:** Greet all guests to Town Hall, answer inquiries by the public, or direct them to the appropriate Town official or employee.
- **Mail:** Distribute mail and checks and file vouchers.
- **Town Council Packets:** Assist Town Secretary with compilation of Town Council packets as needed.
- **Office and Building Supplies:** Maintain inventory for office and building supplies. Seek ways to economize in purchase and use of the supplies.
- **Scan/File Documents:** Process documents as directed by staff.
- **Fees:** Collect various fees by printing fine and collection reports; entering fees collected into the computer; making deposits; and closing out balances at the end of the month.
- **Payment Plans:** Review payment plans to ensure all payments are current.
- **Delinquent Citations:** Process delinquent citations.
- **State Certification:** Attend training sessions necessary to maintain and/or advance State Municipal Clerk certification. 12 hours per year is mandatory.

Maintenance of Town Hall and Grounds

- **Cleaning:** Coordinate daily cleaning of Town Hall and supervise bi-weekly cleaning person. Maintain all cleaning supplies and equipment.
- **Recycle and Waste:** Coordinate with vendor to regularly remove recycle materials and waste.
- **Grounds Maintenance:** Schedule regular mowing and weed eating, periodic removal of pine needles from grounds and Town Hall roof, tree limb pruning, and replacement of exterior lighting as needed.
- **Heating, Air Conditioning, Electrical, and Plumbing:** Arrange for maintenance and servicing as prudent.

Job Requirements

- Formal Education / Knowledge Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
- Experience Under and including one year.
- Certification and Other Requirements Municipal Court Clerk Certification (or ability to obtain Level I within first year of employment)
- Managerial Requirements Receives general direction: The employee normally performs the job by following established standard operating procedures and/or policies.

Knowledge of Microsoft 365 required (Excel, Word & Outlook)

Interpersonal / Human Relations Skills Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Working knowledge of general office procedures/skills, data entry and record keeping. The Town of Copper Canyon offers a competitive salary depending on qualifications and experience. The Town participates in the Texas Municipal Retirement System (TMRS).