

**JOB DESCRIPTION
TOWN OF CROSS ROADS, TEXAS**

TITLE: ADMINISTRATIVE ASSISTANT **UPDATED DATE:** FEB 2024
REPORTS TO: TOWN SECRETARY
SALARY: \$18.76 - \$26.26; **HIRING RANGE:** \$18.76 - \$22.51
FLSA: NON-EXEMPT, PART-TIME, ON SITE 20-25 HOURS PER WEEK
SCHEDULE: To be determined when hired, operating hours are Monday – Thursday from 8:30am to 5:00pm. This is not a remote work position.

Under general supervision, handles a wide range of administrative and executive support related tasks. In addition to typing, filing, and scheduling the responsibility of this position include performing duties such as record keeping, obtaining supplies, working on special projects and maintaining databases to track information on permits, plan reviews, building inspections, health inspections and code enforcement complaints. The ability to work independently with little or no supervision at times to meet deadlines and accomplish goals is critical.

ESSENTIAL JOB FUNCTIONS

Duties include but are not limited to the following:

- Creates and prepares general correspondence, including memorandums and public announcements. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Performs duties related to records management.
- Tracks and process septic permits and maintenance contracts and contacts property owners when contracts have expired.
- Tracks and maintains files for food vendors, health inspections, fire inspections and regular invoicing.
- Receives, processes, monitors, and prepares deposits for transactions received through the permit and development process.
- Provides customer service to the public by responding to inquiries regarding building and plan reviews, the permitting process and common code issues; pre-reviewing plans for complete submittal; and assisting phone, email, and walk-up customers with directions.
- Provides copies and public information to interested parties.
- Performs all other duties as assigned.

MINIMUM JOB REQUIREMENTS

- Ability to work effectively with residents, customers, vendors, and other employees.
- An individual who is a well-motivated self-starter.
- Ability to work well under pressure, prioritize projects and detail/deadline oriented.
- Excellent interpersonal, communication and organizational skills.
- Ability to communicate and follow instructions, both orally and in written form, in the English language.

- Excellent typing and computer skills.
- Ability to perform basic arithmetic operations.
- Ability to maintain strict confidentiality in all aspects of the job.
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors, and the public.
- Adheres to departmental, personnel, and safety policies and procedures.
- Ability to operate various types of office equipment to include phone, fax, computer, calculator, copier, credit card machine, etc.
- Ability to work overtime when needed.
- Professional appearance and attitude.

MINIMUM EDUCATION/EXPERIENCE

- Must have a high school diploma or GED
- Knowledge of administrative departments in municipal government
- Two (2) years previous administrative office experience.

PREFERENCES

- One year experience in municipal permitting or development

CONDITIONS

- Must pass pre-employment drug test.
- Must pass criminal background check.
- Must hold a Texas Driver's License (Class C or comparable) and pass motor vehicle records check.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work may be required in the maintenance of records. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl.

Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must occasionally push, pull, lift and/or carry up to 25 pounds.

