



CITY OF FULSHEAR

Job Description Form

Division/Department	CITY ADMINISTRATION
Location	30603 FM 1093 FULSHEAR TEXAS 77441
Job Title	ADMINISTRATIVE ASSISTANT
Reports to	MAYOR

Level/Grade	N/A	Type of position:	Hours_40_ / week
		<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Nonexempt
		<input type="checkbox"/> Part-time	
		<input type="checkbox"/> Contractor	
		<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

Duties include but are not limited to: Answering phones, greeting visitors, filing, and data entry. Assist City Treasurer with daily AP progress and reports, and any other necessary office applications. Assist City Secretary with daily office functions including filing, data entry, mail, type correspondence, council meeting packets and any other necessary office applications. Assist Registration & Permit department with daily operations including permitting, and accounts receivable. Assist Community Development Director with daily office applications associated with community organization projects. Assist Mayor in daily operation of office applications as needed. Assist Court Clerk with data entry of tickets, and violations and accounts receivable for fines and violations. Assist any City Council Member with daily office applications as needed for the daily function and operation of City Hall.

WORK EXPERIENCE REQUIREMENTS

- Five or more years working in an administrative office assistant capacity.
- Ability to bend, or reach, and lift minimum of 15 lbs.
- 2 or more years experience in accounting, accounts receivable/payable.
- Spanish Bilingual

EDUCATION REQUIREMENTS

- Associates Degree or College Hours Preferred
- High School Diploma or GED

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	