



Job Title: Administrative Secretary  
Starting Pay: \$10.1156/hr-\$11.3690/hr  
Department: Administration

04/19/2017

### **JOB SUMMARY:**

An Administrative Secretary performs a wide variety of highly skilled tasks. Some of the duties included but are not limited to transcribing of minutes for City Commission and City Board. Assist in the proper storage and retention of files; implementing scanning or other automated data entry procedures, using imaging devices and documents imaging software to maintain the permanent preservation of the City's historical records. Prepares and develops classification of documents for the creation of record management templates to facilitate information capture, search and retrieve. Assists with the coordination of the destruction of records City wide and documents storage at the City Warehouse. Incumbent assist in the submission of Records Control Schedules to the Texas State Library Commission for their approval.

### **QUALIFICATIONS:**

- Knowledge of the Laserfish Software & Record Management.
- Knowledge of modern office practices, procedures, and equipment and record management software, Open Records Act and Open Meetings Act, Municipal organization.
- Ability to act independently and logically to implement policies of supervisor.
- One year of college or technical school, or three years related experience or combination of education and experience.
- Valid Texas Driver's License.
- Certificate in Open Meetings Law/ Open Record Act preferred.

### **PHYSICAL REQUIREMENTS:**

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

### **BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, and Harlingen, Texas 78550 City Website: [www.myharlingen.us](http://www.myharlingen.us)

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