



Job Title: Executive Secretary

Pay Rate: \$11.5964/hr

Department: Police Services

08/22/2017

Revised 10/2017

### **JOB SUMMARY:**

Provides a wide variety of responsible highly skilled and confidential secretarial support to executives and/or administrators. Screens calls, visitors and mail; maintains appointment schedules and calendars; makes travel arrangements and prepares travel requisitions; assists with agenda preparation and distribution of packets. Executive secretaries are characterized by responsibility for a variety of administrative activities to be met with minimal supervision. An Executive Secretary is required to make, and is held accountable for decisions on operating problems within a definite sphere of activity. This position may require driving personal vehicle for city business.

### **QUALIFICATIONS:**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of format and organization of correspondence, reports and written directives.
- Ability to act independently and logically to implement policies of supervisor. .
- Ability to produce written documents with clearly organized thought using proper sentence construction, punctuation, and grammar. Ability to dictate and transcribe minutes.
- Associates Degree or equivalent from two-year college or technical school; three years related experience or combination of education and experience.
- Other duties as may be required.
- Bilingual preferred.
- Valid Texas Driver's License.

### **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, Harlingen, Texas 78550 City Website: [www.myharlingen.us](http://www.myharlingen.us)

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