

City of Socorro Job Description

Job Title: Receptionist I, II, III	Department: City Manager
FLSA Status: Non-Exempt	Salary: \$13.02 - \$16.09
Approved: 09/01/2022	Last Revised: 09/01/2022

Position Summary:

Under the general supervision, an assigned combination of common secretarial and general clerical services in conformance with established procedures.

Duties, Functions and Responsibilities:

- Greet and assist City employees, officials and the public required.
- Answer multiple phone lines, takes messages forward inquiries to the appropriate party exercising proper telephone etiquette.
- Read the El Paso Times Newspaper daily and maintain record of all articles and events published that are related to Socorro.
- Review City's website for updated information and/or errors.
- Receive, log in, open, sort, and distribute mail, interoffice correspondence, packages and other communications.
- Make deliveries within the building.
- Proofread documents as directed.
- Respond to visitors in a courteous manner.
- Maintain daily log in sheet of visitors.
- Provide information on public events, job openings and/or meetings.
- Handle money and make receipts.
- Prepare and receive requisitions.
- Maintain work area neatly, safely and in an organized fashion.
- Perform a variety of staff support duties to assist department with office administration details in accordance with clearly defined and established procedures.
- Schedule appointments and prepare travel itineraries and reservations for department staff.
- Arrange time and place for meetings. Prepare, post and distribute meeting related materials.
- Maintain office supply inventory. Monitor and order office supplies.
- Perform in accordance with office practices and procedures.
- Utilize English grammar, spelling, and punctuation; clear concise tactful oral and written communications. Interpretation of oral and written instructions.
- Maintain filing system of records and reports. Good knowledge of business arithmetic.
- Ability to type at the rate of 40 WPM. Ability to work under pressure to meet deadlines.
- Ensure customer service technique. Establish and maintain effective working relationships with city officials, board members, coworkers, vendors, and the public.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Receptionist I (Basic)

\$13.02 - \$14.89

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and three (3) years of related experience.
- An Associates or Bachelor's degree in Public Administration, Business, or related field preferred; or 0-12 college credit hours towards degree within 4 years of assignment
- Requires the possession of a valid Texas Class "C" Driver's License.

Receptionist II (Intermediate)

\$13.62 - \$15.49

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and six (6) years of related experience.
- An Associates or Bachelor's degree in Public Administration, Business, or related field preferred. or 12-24 college credit hours

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- Texas Municipal Clerks Certification Program within three (3) years of appointment.
- Requires the possession of a valid Texas Class "C" Driver's License.

Receptionist III (Advanced)

\$14.02 - \$16.09

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and nine (9) years of related experience. An Associates or Bachelor's degree in Public Administration, Business, or related field preferred or 24+ college credit hours
- Certified Texas Registered Municipal Clerks (TRMC)
- Requires the possession of a valid Texas Class "C" Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copymachine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Mayor

Date

City Manager

Date

Human Resources Director

Date

Employee

Date