

Town of Rancho Viejo Assistant City Secretary Job Description

Location: Rancho Viejo, TX

Employment Type: Full Time

Department: Administration

Description: Under direction of the Town Administrator/Secretary performs complex clerical and administrative tasks requiring specialized knowledge.

Frequent daily contact with citizens, the Mayor, Board of Aldermen members and other outside publics in person and by telephone, fax, mail and electronic mail. Frequent communication with Town Administration and employees on all levels.

- Duties:**
1. Assists Town Administrator/Secretary in representing the Town in a variety of roles and functions that include attending Board of Aldermen meetings, executing Board policies, answering questions and resolving complaints directed by Board members, employees and the general public. Provides clerical support for the Town Administrator and Board of Aldermen. Plans, manages and assists Town Administrator on special projects.
 2. Perform various clerical tasks in support of the activities and operations of the Municipal Court. Processes complaints, judgments, accepts payments of bonds and fines. Prepares and submits required state reports. Maintains files and records of payment agreements and contacts delinquent clients via telephone or email. Takes citizen complaints and sets court dates. Processes court mail. Prepares and sends notices and other court correspondence. Assembles and processes court cases; prepares court dockets; verifies documents necessary for each case; clears cases by posting fine payments; types miscellaneous documents, memos, and correspondence; prepares warrants and related documents for failure to appear in court. Schedules court dates and sends notification of scheduled dates to all parties involved; collects all required signatures on court documents. Inputs and retrieves various data using a computer and Incode court software. Provides information to the public in person and by telephone. Maintains records and files. Reconciles cash drawer daily or weekly. Issues summons and subpoenas for defendants and witnesses.
 3. Assists in preparing documentation and records for official Board of Aldermen meetings, ordinances, resolutions and other related business; maintains official Board of Aldermen records. Gathers information for Board of Aldermen meeting agendas, posts meeting notices and prepares meeting packets, prepares official minutes.
 4. Assists in coordinating and processing Public Information Requests, including Town Attorney consultation and approval. Coordinates receipt and review of open records requests, distributes to appropriate department, tracking requests to ensure completion within required timeline pursuant to the Public Information Act. Disburse open records requests to requestors.
 5. Assists in preparing and conducting municipal and special elections including preparing candidate packets, posting election notices, and preparing necessary resolutions and ordinances, ensuring legal requirements are met.
 6. Assists Town Administrator with routine administrative functions, such as responding to requests or inquiries from the public and other departments, and coordinating projects and events. Maintain filing system within the Town Administrator's Office.
 7. Responds to citizen questions or requests as appropriate either in person, by telephone, fax, mail or electronic mail.
 8. Other duties as assigned

Qualifications: General knowledge of applicable laws, ordinances, regulations and resolutions related to official Town business and municipalities.

General knowledge of the Texas Public Information Act and the Texas Open Meeting Act.

General knowledge relating to the functions and activities of all Town departments as they pertain to Board of Aldermen actions and record keeping.

General knowledge relating to records storage, retention and disposition in accordance with guidelines relating to municipal records.

Ability to establish and maintain effective working relationships with officials in local and state government, Town officials, Town employees at all levels and the general public.

Ability to deal with sensitive and confidential issues that occasionally involves conflict, requiring considerable judgment and tact.

Excellent verbal and written communication skills, as well as strong time and task management skills. Ability to communicate in Spanish preferred.

Excellent organizational skills with respect to record keeping, preparation and storage.

High degree of proficiency with software applications, including Windows and Microsoft Office applications; ability to accurately type at the rate of 40 wpm and operate a 10-key adding machine.

Minimum of 3+ years progressively responsible experience in management support; or any combination of experience, training or education which provides the required knowledge, skills and abilities. Public sector experience preferred.

Ability to be bondable and certified as a Notary Public.

Valid Texas Driver license.



Town of Rancho Viejo

3301 Carmen Ave. 78575

Phone(956)350-4093

Fax(956)350-4156

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Authority for Release of Information

In submitting this Employment Application, I hereby authorize the review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Town of Rancho Viejo, Texas, whether the said records are of public, private, or confidential nature. The Authority for Release of Information signed by me is attached hereto as **Exhibit 1** to this Employment Application.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Exhibit 1

The Town of Rancho Viejo, Texas
3301 Carmen Ave.
Rancho Viejo, Texas 78575

AUTHORITY FOR RELEASE OF INFORMATION

_____	_____	_____	_____	_____
Last Name	First Name	Middle Name	Sex	Race
_____	_____	_____		
Texas Driver's License #	Social Security #	D.O.B.		
_____	_____	_____	_____	_____
Place of Birth	County or City	State	Country	

I, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Town of Rancho Viejo, Texas, whether the said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, salary records, real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigations which may provide pertinent data for the Town of Rancho Viejo, Texas, to consider in determining my suitability for employment by that municipality. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Town of Rancho Viejo, Texas. I understand that all materials pertaining to this background investigation become the property of the Town of Rancho Viejo, Texas, and will not be returned to me.

I agree indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys fees, arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Printed Name: _____

Signature: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

My commission expires _____, 20_____.

Notary: _____