



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: August 6, 2014  
Close: Until Filled

**JOB POSTING**  
**Administrative Secretary II - Development**  
**Full Time**  
**Monthly Salary: \$3,098**

**JOB SUMMARY:**

Provides administrative support for the Development Department including budget monitoring and preparation, economic development reports and narratives, formal letters and memos, and analysis and development of office procedures. Responds to basic economic development inquiries, schedules appointments and performs a variety of other administrative functions assigned by the Development Director.

**MINIMUM QUALIFICATIONS:**

- High School diploma or G.E.D.; or four years related experience and/or training; or equivalent combination of education and experience.
- Keyboarding skills of a minimum of 45 wpm.
- Must possess a valid Texas Driver's License.
- Notary Public or capability of becoming a Notary required.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**SKILLS AND EXPERIENCE:**

- Advanced computer software knowledge in programs such as Microsoft Excel, Word, PowerPoint and other relevant programs.
- Must have working knowledge of the use and minor maintenance of relevant office equipment such as; calculators, fax machines, copiers, printers, etc.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, Bedford, Texas, 76021; or you can apply online or print an application from on our web site ([www.befordtx.gov](http://www.befordtx.gov)).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*