



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2179

Open: August 21, 2015
Close: Until Filled

JOB POSTING
Administrative Secretary II – Public Works
Full Time
Monthly Salary: \$3,098

JOB SUMMARY:

Coordinates the administrative functions in the Public Works Department.

MINIMUM QUALIFICATIONS:

- Associates degree (A.A.) or equivalent from a two-year college or technical school; or six months to one year 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).

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