



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: June 6, 2012
Close: June 12, 2012

JOB POSTING
Administrative Secretary - Development
Full Time
Monthly Salary: \$2,676

JOB SUMMARY:

Provides administrative support for the Development Department; answers Development Department phone lines; acts as receptionist and provides basic development information to the general public, developers and internal customers; prepares correspondence, reports and other documents; keeps official organization files and records; and performs a variety of other administrative functions as 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 current 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 on our web site (www.befordtx.gov). We also now offer an online application on our web site.

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