



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

Open: June 24, 2013
Close: When Filled

JOB POSTING
Secretary I
Part -Time (25 hrs./wk)
Hourly Salary: \$12.70

JOB SUMMARY:

Provide administrative and clerical support to division staff. Performs all aspects of office duties, filing, answering phones and interacting with the public.

MINIMUM QUALIFICATIONS:

- One-year certificate from college or technical school and three to six months of related experience and/or training, or equivalent combination of education and experience.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Keyboarding skills of 45 wpm
- Must possess a valid Texas Driver's license

SKILLS AND EXPERIENCE:

- Demonstrated ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Working knowledge of computer software programs such as Microsoft Word, Excel and other relevant programs.
- Demonstrate ability to operate various office equipment such as, printers, fax machines, and copy machines.
- Ability to lift and/or move up to 25 pounds.
- Must demonstrate good customer service skills.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge Dr., Bedford, TX or our web site (www.bedfordtx.gov).

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