



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

Open: November 12, 2014
Close: When Filled

JOB POSTING
Administrative Secretary I
Full Time
Monthly Salary: \$2,810

JOB SUMMARY:

Keeps official organization records, maintains inventory control of uniforms and equipment, and processes the Department's audio and video recording database. Provides assistance to the Patrol and Criminal Investigative Divisions and other members of the Department.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; or four years related experience and/or training; or equivalent combination of education and experience.
- Notary Public or capability of becoming a Notary.
- Must be able to occasionally lift and/or move up to 25 pounds.

SKILLS AND EXPERIENCE:

- Keyboarding speed of 45 wpm desired.
- Advanced computer software knowledge in programs such as Word, Excel, Power Point and other relevant programs desired.
- Ability to write speeches and articles for publication that conforms to prescribed style and format.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work with mathematical concepts such as probability and statistical inference.

TO APPLY:

Online applications will not be accepted for this position. Please print and complete the application with attached Application Addendum provided at www.bedfordtx.gov/hr or pick up an application and Application Addendum from the Bedford Law Enforcement Center at 2121 L. Don Dodson Dr. or Human Resources at 2000 Forest Ridge Dr. in Building B.

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