



Position Purpose: Under general supervision, performs a variety of office administrative support duties for Town of Edgewood departments and/or New Mexico State Police.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Enters, verifies and retrieves data and prepares periodic or special reports; creates customized reports, spreadsheets and other documents.
- Prepares and updates a variety of records, forms and reports which may require mathematical calculations or the consolidation of information from several separate sources.
- May prepare and process correspondence, reports, forms and specialized documents from drafts, notes, tapes or instructions; composes various correspondence.
- May process forms such as work orders, requisitions, invoices, billings and related documents.
- Receives and responds to questions or information requests from the general public regarding community or State Police programs, services, policies, procedures or regulations; accepts applications, may issue permits and collect fees.
- Serves as a receptionist by receiving and screening visitors and phone calls.
- Provides information and technical guidance to the public regarding administrative procedures, official information resources and the use and completion of various forms and documents.
- Maintains and processes a variety of records; assigns case numbers; creates case files; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions; established and revises filing systems.
- Maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, procedures and practices, and other related position responsibilities.
- Processes mail and performs miscellaneous filing and document searches.
- Performs other work-related assignments as required.

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of office administration principles, practices and terminology.
- Knowledge of modern office and records management practices, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements and/or;
- Knowledge of New Mexico State Police policies and procedures, and administrative requirements.
- Skill in understanding and applying laws, rules, codes, regulations and procedures.
- Skill in performing research and logically organizing information.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.

Secretary/Receptionist

- Skill in identifying, establishing and implementing operational standards, policies, and procedures for the municipal and/or agency operations.
- Skill in operating a personal computer and software applications.

MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- High School diploma or equivalent GED certificate.
- Four years administrative office experience.
- Notary Public or must obtain within six (6) months of employment.
- Possession of a valid State of New Mexico Driver's license.
- Must be bondable and insurable.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Work requires regular and punctual attendance.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.