



Position Announcement

Position: Executive Secretary

Date Officially Opened: 11/04/2022

Starting Hourly Salary Range: \$19.11 to \$23.69 (DOQ)

(Full Salary Range to \$28.28)

Direct Supervisor: Chief Administrative Officer

Department: Administration

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday – Admin Bldg. (900 N. Kealy, Lewisville, TX)

Position Function:

Working as part of a team, performs duties and tasks as necessary to provide secretarial and administrative support to assigned Managers, Supervisors, Sections and Departments as needed, or requested.

Typical/Essential Duties:

- 1) Process invoices and construction pay by comparing the invoice against the executed contract and verify the invoice contains supporting documentation. Receive appropriate levels for approval to forward to Accounting.
- 2) Performs secretarial duties by performing computer word processing (to include typing memos, letters, agendas, minutes, reports, and contracts as requested) organizing and filing pertinent information, maintaining department files, copying information, and making travel arrangements for meetings, seminars and conferences.
- 3) Performs various administrative duties related to the specific functions of the assigned Section or Department by monitoring and reporting on specific projects, preparing reports, and inputting data.
- 4) Assists with setting up meetings by contacting individuals who are expected to be in attendance and then coordinating meeting dates and times, reserving meeting/conference rooms, and assisting with the preparation of presentation documents and other meeting materials.
- 5) Scan current and historical documents into the Laserfiche Program. Responsibilities include setting up proper folders that organizes all types of documents.
- 6) Assists with the preparation of official information packets for the Board of Directors' meetings by collating and organizing documents, making copies, and sorting and labeling information for mailing.
- 7) Provides general secretarial and administrative support to all Sections and Departments, by answering telephones, receiving, and distributing mail, obtaining signatures, and performing other related duties.
- 8) Performs additional duties as assigned.

Knowledge, Skills, and Abilities:

Required knowledge and experience is normally obtained through the completion of four years of High School or GED equivalent and specific vocational, administrative, or technical training. At least three (3) years of similar work-related experience is required. Must have knowledge and experience related to general office practices, duties, and processes. Must be competent in the use of Microsoft Office computer software (Word, Excel and Power Point). Must be able to read contracts, resolutions, task orders, and other work-related documents. Must have the ability to create/type letters, memos, agendas, minutes, and reports using Microsoft based computer systems.

Position is considered "Open Until Filled." **Note: All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment.** Please visit the District's website at www.utrwd.com to obtain an application and for instructions on how to apply.