



# City of Ballinger

700 Railroad Ave. / PO Box 479  
Ballinger, TX 76821  
(325) 365-3511 [www.baltx.org](http://www.baltx.org)

---

## ADMINISTRATIVE CLERK

### JOB DESCRIPTION

**Summary Description:** Under the general direction and oversight of the City Secretary and as a direct hire of the City Manager, the City Administrative Clerk will provide assistance and support to the City Manager, City Secretary, Human Resources, accounting operations, utility operations, City Boards and Municipal Court Clerk of the City in communication with the City Manager. This position will be responsible for a variety of highly sensitive and confidential matters, including permits, assisting in City elections, various personnel and accounting duties (e.g., accounts payable, payment processing, answering the phone, filing, utility payments). The candidate must be highly motivated, ready to learn, detail-oriented, work with a high degree of accuracy, and strive for success and commitment to the mission, vision, and values of the City of Ballinger. These values are the foundation of the organization.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the responsibilities, knowledge, skill, and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.*

An Administrative Clerk completes many customer service and administrative organization tasks to promote efficient operations at the City of Ballinger. These include but are not limited to: (not in any order of priority)

- Accepting and submitting permits for residents, addressing the Board of Building Adjustments committee when needed.
- Answering the phone at a reception desk or in a specific department and transferring calls as needed
- Sorting and delivering incoming mail, collecting, and sending outgoing mail.
- Creating documents, maintaining databases, and sending memos and emails
- Making logistical arrangements for meetings or conferences.
- Running errands and making deliveries around the office or to external parties
- Collecting, filing, and organizing office documents, such as reports and confidential records.

- Managing digital document filing, including encrypted documents and email correspondence
- Monitoring office inventory and ordering supplies
- Transcribing or taking notes during meetings and writing minutes, memos and/or agendas.
- Preparing or processing invoices or estimates
- Assisting with accounts payable and accounts receivable, including simple bookkeeping and banking tasks
- Packaging and shipping company materials
- Assisting in Elections
- Completing daily reconciliations when needed, taking utility payments, and assisting Utility Account Manager

#### Office Clerk skills and qualifications

- Excellent communication abilities, including speaking, writing and active listening.
- Effective organization and time management skills, task prioritization, multitasking and planning.
- Positive customer service skills, including a personable and positive attitude.
- High typing speed and accuracy
- Good computer skills, including basic troubleshooting and using word processing, spreadsheet, presentation, and email software applications.
- Problem-solving, critical thinking and decision-making abilities
- Ability to work independently with little-to-no supervision.
- Keen diligence to detail.
- Ability to adapt well to change.
- Team player
- Ability to accurately follow instructions.

#### **Office Clerk experience requirements.**

High school diploma or equivalent. 2 or more years of experience in a similar functional capacity preferred.