CITY OF MONROE

DATE: WEDNESDAY, OCTOBER 20, 2021

TO: ALL DEPARTMENTS

FROM: Joshua Laneaux, WPCC Superintendent

SUBJECT: (1) JOB OPENING FOR WASTEWATER SECRETARY

There is one open position in the Public Works/WPCC for a Wastewater Secretary. If a current city employee does not fill this within ten (10) working days of this notice, it will be open to the public on 11/10/2021.

Description:

Works under the general direction of the Superintendent. Performs routine clerical and administrative functions such as preparing reports, drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, answering telephones and providing information to callers.
This position has no supervisory duties.

Duties and Responsibilities:

- Answer telephones and gives information to callers, takes messages, and transfers calls to appropriate individuals.
- Plans for personnel to attend conferences and meetings.
- Makes travel reservations for personnel.
- Completes travel requests, expense reports and other forms in accordance with City procedures.
- Composes, types, and distributes meeting notes, routine correspondence, and reports.
- Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons.
- Maintains construction plan files.
- Maintains the office filing system.
- Locates and attaches appropriate files to correspondence, and reports.
- Maintains scheduling and event calendars.
- Makes copies of correspondence and other printed material.
- Routes and distributes incoming mail and other material and prepares answers to routine letters.
- Schedules and confirms appointments, meetings, etc.
- Sets up and maintains paper and electronic filing systems for records, correspondence, and other material.
- Takes dictation, transcribes information, and assists with correspondence.

- Conducts searches to find needed information, using sources such as the internet.
- Learns to operate new office technologies as they are developed and implemented.
- Operates electronic mail systems and coordinates the flow of information both internally and with other organizations.
- Orders and dispenses supplies.
- Accurately records payroll information and distributes pay checks.
- Reviews work done by others to check for correct spelling and grammar.
- Ensures that City policies are followed.
- Operates office equipment such as fax machines, copiers, and phone systems, and uses computers for spreadsheet, word processing, database management, and other applications.
- Inputs work orders and asset information in a Computerized Maintenance Management software (CMMS).
- Prepares reports from the CMMS such as asset inventory, asset condition, and work order history.
- Performs other duties as described by supervisor.

Special Requirements:

- Able to efficiently operate a computer.
- Able to meet work deadlines.
- Able to distinguish colors.
- Available to work after hours and weekends as required.

Required Skills and Abilities:

- Ability to read, write, and speak the English language.
- Able to communicate effectively, verbally, and in writing.
- Able to establish and maintain effective working relationships with employees, other City departments and the general public.
- Displays a positive attitude and is self-motivated.
- Displays professional work habits.
- Dresses in professional attire.
- Has a pleasant personality and the ability to communicate effectively with the public.
- Able to perform multiple tasks.
- Proficient with Microsoft Windows, Word, Excel, Power Point, and ability to learn other computer software applications.
- Able to type a minimum speed of 40 words per minute.
- Punctual and dependable with good attendance and work habits.
- Strong grammar and spelling skills.

Education & Experience:

- High school diploma or GED recognized by the State of Louisiana
- Minimum of two years office experience.
- Technical College training in a related discipline is preferred.
- Must possess and maintain a valid Louisiana Driver's License.