JOB CLASSIFICATION: Administrative Assistant
DEPARTMENT: Human Resources
SALARY: $33,500 – 39,000 DOQ
APPLICATIONS CURRENTLY BEING ACCEPTED.

JOB DESCRIPTION:

Under direct supervision of the Human Resource Director, performs receptionist and secretarial duties requiring general knowledge of department operations and city policies including public contact both in person and by telephone and/or email.

TYPICAL DUTIES:

- Greet departmental visitors and answer incoming calls to provide general information related to departmental operations.
- Post job openings and update job descriptions as needed.
- Compiles information including applications and employee information for personnel, medical, and internal files. Files employee records, payment authorizations, benefit related forms, etc.
- Prepares packet of new hire orientation materials, (makes copies and compiles information including policy manual, forms, benefit information, etc.) Assist with conducting new hire orientation.
- Picks up mail from receptionist, opens, sorts and gives to appropriate person. Takes outgoing mail to postage room. Delivers interoffice mail to receptionist for distribution.
- Assist the public with questions of policies and procedures.
- Assist with processing invoices and purchase orders for payment as well as audit invoices.
- Performs administrative duties such as setting meeting for director, proofreading documents, ordering office supplies, data entry.
- Runs compensation reports and updates HR department’s compensation binders.
- Assists in compiling reports regarding employment dates, salary change date and sick leave usage in order to complete annual reviews and incentive eligibility and notify departments monthly.
- Assist in completing personnel change forms for updating personal information including address change, benefits and salary adjustments for employees, merit adjustments, sick leave incentives, new hires and terminations. Must ensure that all such changes comply with applicable policies and current budget planning.
- Schedules appointments, training classes, events, etc.
- Distributes information to employees such as benefit ID cards, training announcements by internal/external mail, posting on bulletin boards etc.
- Keep labor law postings current/updated.
- Provides assistance to HR staff as needed.
- Perform secretarial administrative functions requiring considerable discretion and knowledge
- Compiles and creates forms, charts, statements, confidential reports, letters, memos, and other various departmental reports.

The City of Mansfield is an Equal Opportunity Employer and does not discriminate on the basis of disability.
**HR Admin Assistant**

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- Various other duties such as research files, assemble information, compile statistics, read proofs, and post variety of information from standardized media to various types of records.
- Maintain department head’s appointment calendar.
- Work with department’s internal application system for applicant tracking and onboarding as well as track EEOC data.
- Special assignments as determined by Director of Human Resources.
- Assist in conducting criminal history searches for potential new employees through DPS or other internet sites.
- Assist in compiling reports and lists of new and terminated employees for internal use and reporting statistics to the Department of Labor.
- Assists in day to day paperwork in creating and maintaining workers compensation first report of injury and notifying workers compensation carrier.
- Responds to survey requests.
- Other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with co-workers, other departments, city officials and the general public.
- Proficiency with software packages including Microsoft Office
- Ability to accurately type 50 WPM
- Knowledge of grammar, punctuation and spelling.
- Ability to follow oral and written instructions
- Ability to file alphabetically and numerically
- Ability to operate other office equipment including PC, copying machine, calculator, postage machine, printers, etc.
- Ability to work independently
- Ability to organize and manage multiple projects and deadlines
- Occasional overtime
- Requires office skills to handle customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computation. Report and letter preparation, and decision making within scope of responsibility.

**ESSENTIAL PHYSICAL FUNCTIONS:**

1. **The physical activity of this position**
   - Reaching. Extending hand(s) and arm(s) in any direction.
   - Standing. Particularly for sustained periods of time.
   - Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
   - Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

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2. The physical requirements of this position
   - Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.
   - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position
   - None. The worker is not substantially exposed to adverse environmental conditions.
APPLICATION FOR EMPLOYMENT
City of Mansfield, Texas
1200 E. Broad Street
Mansfield, Texas  76063
Phone: (817) 276-4267
FAX: (817) 473-7487
www.mansfieldtexas.gov

Please print. All information must be legible. Application must be completed in full or will not be considered. Resumes may be attached to completed application. Applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Department for assistance. Equal access to programs, services, and employment is available to all qualified persons. The City of Mansfield is an Equal Opportunity Employer.

Position applied for: _____________________________________      Date:  _____________ Salary Expected:  _____________

NAME:  _______________________________      _____________________________________ ____________________
        (Last)    (First) (Middle)

ADDRESS:  ________________________________________________________________________________________________
            (Street)                                     (City)                                     (State)                       (Zip)

E-MAIL ADDRESS: ____________________________________ _____________________________________________________

TELEPHONE:  (Home)  ______________________    (Work)  ______________________    (Cell)  ________________________

Please check all that apply:  Do you want
• Regular Full Time
• Regular Part Time
• Temporary Full Time
• Temporary Part Time
• Seasonal (as needed)

How did you learn of this position?
• Newspaper*
• Internet*
• Professional Magazine*
• Employee Referral
• HR Office
• Employment Agency
• Texas Workforce Commission (employment office)
*Specify which

Do you have a valid Texas Driver’s License?    No  Yes
Type of License:  Operator  CDL  Chauffer
License Number:  ______________________________________ Expiration Date:  _________________________________

Does anyone related to you (by blood or marriage) work here or is currently a member of the City Council?  Yes  No
City Board Commissions?  Yes  No  If yes, list name, their position, and relationship:
_________________________________________________________________________________________________________

Have you ever worked here before?  Yes  No  If yes, give dates and position held:  _______________________________
_________________________________________________________________________________________________________

Are you legally eligible for employment in the United States of America?  Yes  No

Answering “yes” to the following question will not be an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead “guilty” or “no contest” (nolo contendere) to, or been convicted of a crime?  Yes  No
If you answered “yes,” please provide the date(s), location, and details: ______________________________________________

Have you served in the armed forces, armed forces reserve, or national guard of the United States of America?  Yes  No
If “yes,” please complete the following:  BRANCH ______________________ DATE ENTERED ______________________
DATE OF DISCHARGE ______________________ DATE OF DISCHARGE ______________________
LIST DUTIES AND TRAINING ________________________________________________________________

ARE YOU CURRENTLY A MEMBER OF THE RESERVES OR NATIONAL GUARD?  Yes  No

EMPLOYMENT HISTORY
List all periods of employment or volunteer activities. If currently UNEMPLOYED, write “unemployed” in the CURRENT
EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

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<th><strong>CURRENT EMPLOYER:</strong></th>
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<td><strong>SUPERVISOR’S NAME:</strong></td>
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<td><strong>REASON FOR DESIRING CHANGE:</strong></td>
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<td><strong>STARTING SALARY:</strong> $</td>
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<td><strong>MAY WE CONTACT THIS EMPLOYER?</strong></td>
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<td><strong>YOUR DUTIES:</strong></td>
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<td><strong>DATES OF EMPLOYMENT:</strong> From</td>
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<td><strong>REASON FOR LEAVING:</strong></td>
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PLEASE EXPLAIN IN DETAIL ANY TIME LAPSSES DUE TO UNEMPLOYMENT OR OTHER REASONS.
LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.

___________________________________________________

___________________________________________________

LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.

___________________________________________________

CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Typing / Speed ____________ WPM      Ten-Key Calculator

Computer      List programs in which proficient:  __________________________

EDUCATION

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<tr>
<th>SCHOOL</th>
<th>NAME AND LOCATION</th>
<th>FROM</th>
<th>TO</th>
<th>GRADUATED/COMPLETED</th>
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<td>High School</td>
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<td>Diploma</td>
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<td>Other</td>
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ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: ___________________________ Date: ___________________________
READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver’s license check (if applicable), and physical exam (if applicable).

All applications become the property of the City of Mansfield. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be “confidential” between the City of Mansfield and all other parties involved.

____________________________________  _______________ ________
Signature of Applicant     Date
Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: ________________________________

Social Security ________________________________ *Date of Birth _________ / _________ / _________

Current Address _________________________________

City/State/Zip _________________________________

Driver’s License # _____________________________State _________________

Prospective Employer ________________________________

Applicants Signature ___________________________________

** Notary Signature ___________________________ Printed ____________________________

State ______________ County ____________________________Commission Expires __________________________

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. ** Only when requested
The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: ________________________________

How did you learn of this position?

☐ Dallas Morning News
☐ Employee Referral
☐ Fort Worth Star Telegram
☐ HR Office
☐ Mansfield News-Mirror
☐ Professional Magazine*
☐ Texas Workforce Commission
☐ Other * ________________________________

Race/Sex:   Female ☐ Male ☐

A. ☐ American Indian or Alaska Native
B. ☐ Asian
C. ☐ Black or African American
D. ☐ Hispanic or Latino
E. ☐ Native Hawaiian or Other Pacific Islander
F. ☐ Two or more races
G. ☐ White

Birth Date: ________________________________

Month Day Year

Birthplace: ________________________________

U.S. Citizen ☐ Yes ☐ No

Have you previously worked for the City? ☐ Yes ☐ No

If yes, when? ________________________________

Mo. Year to Mo. Year

Department: ________________________________

Position: ________________________________

Under what other names have you been employed? ________________________________