



## Position Description

Position Title: Administrative Assistant (Part-Time) Position Code:  
Department: Administrative Services  
Division: Municipal Court  
FLSA Status: Non-Exempt  
Revised: 05/31/2017  
Emergency Status: **Non-Essential**

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Organization: City of South Padre Island  
Address: 4601 Padre Blvd, South Padre Island, TX 78597  
Work Location: South Padre Island Municipal Complex  
Web Address: [www.MySPI.org](http://www.MySPI.org)

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### Leadership

Supervisor: Municipal Court Clerk  
Direct Reports: None

### Position Purpose

Performs administrative work in answering phones, receiving public's inquiries, providing customer assistance, data processing, keeping official records, and assisting in the administration of the standard operation of the Municipal Court.

### Essential Functions

- Receives in-coming calls, emails, voicemails, faxes and routes callers or provides information as required.
- Provides general information/procedures to defendants to facilitate their response to a citation/complaint and solicits appropriate documents.
- Assists in preparing payment slips.
- Ticket data and criminal case data entry.
- Responds to information requests.
- Receives, stamps, processes and distributes all outgoing and incoming mail.
- Composes, types and edits a variety of correspondence.
- Assists in maintaining filing systems, record control and indexing using moderate independent judgment.
- Assists in compiling data for Spring Break information packets and various procedure pamphlets/brochures.
- Responsible for fine collection by telephone, letter, and in reporting methods.
- Responsible for the procurement and upkeep of material and supplies for the department.



- Process courtesy letters weekly.
- Prepares reports of outstanding fines and sends to collection agency after approval.
- Process failure to pay, failure to comply, failure to appear notices and warrants.
- Assists in preparing case files for criminal proceedings and docketing.
- Must translate for Municipal Judges, defendants, prosecutors etc. between Spanish and English.

### **Secondary Functions**

- Serves as the City Hall Receptionist when needed.
- May assist the Human Resources Division when needed.
- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.

### **Credentials (minimum preferred)**

#### **Knowledge/Skills/Abilities**

- Considerable knowledge of general office procedures.
- Some knowledge of basic accounting practices.
- Skill in the operation of the listed tools and equipment.
- Ability to effectively communicate verbally and in writing.
- Ability to maintain effective working relations with employees, other departments, officials and the public.
- Ability to maintain accurate records.
- Ability to type and enter data accurately.

#### **Formal Education/Certification/Licenses**

- Graduation from high school or GED equivalent with course work in typing and/or general office practices.

#### **Prior Experience**

- Two years prior work experience in a clerical or administrative position or any equivalent combination of education and experience determined appropriate by the employer.

#### **Language Requirements**

- Bilingual: Spanish and English is required.



## **Tools and Equipment Used**

Computer; word processing, spreadsheet and specialized court software; calculator; postage machine; telephone; scanner; copy machine; recording system and fax machine.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is normally performed inside an air-conditioned office. The noise level in the work environment is usually moderately quiet.

## **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

## **Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Date: \_\_\_\_\_