

**City of La Feria  
Job Description**



**Job Title: Public Works Administrative Assistant**

**Reports to: Public Works Director**

**Part-Time**

**Job Description:**

Performs general and specialized office clerical work such as computer word processing, data entry, filing, copying and operating office equipment. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. Responds to inquiries in a professional manner providing accurate public information about services without disclosing confidential or unauthorized information. May compile and type statistical reports. Prepares outgoing mail, using postage-metering machine. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Generates and monitors work orders. Works closely with other department personnel and other office staff. Performs any other duties as assigned.

**Job Specifications:**

High School Graduation, GED, or College degree  
Good verbal and written communication skills  
Computer literate  
Bi-lingual in Spanish and English