CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Administrative Assistant I
Development Services

The City of San Antonio is recruiting for an Administrative Assistant I (temporary). Under general supervision, is responsible for performing a variety of professional and/or technical duties in a staff capacity supporting the activities and services of an assigned department, also provides assistance to the public regarding the assigned department or division. May exercise direct supervision over clerical support.

Essential job functions include, but are not limited to the following: Assists in providing a variety of duties involved in supporting the administrative operations of the assigned department or division. Assists with monitoring and reviewing expenditures; provides information to appropriate department staff for budget preparation. Monitors inventory of office supplies; reviews purchase requisitions and requests for payments. Assists in initiating personnel requisitions; monitors overtime and attendance records; assists in monitoring employee payrolls. Researches and compiles data for special projects and reports. May organize and maintain filing systems; maintains records related to specific area of assignment. May respond to and resolve difficult and sensitive citizen inquiries and complaints. May prepare public relations data, brochures and handouts. Performs related duties and fulfills responsibilities as required.

This position two years of college from an accredited college or university with major coursework in Business or Public Administration or related field. One year of general office or administrative experience. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary ranges from $11.47 to $17.20/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person or any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754.