



Position Announcement

Position: Administrative Assistant II

Date Officially Opened: 05/29/2025

Hourly Starting Salary Range: \$21.27 to \$26.80 (DOQ)

(Full Salary Range to \$32.32)

Direct Supervisor: Chief Administrative Officer

Department: Administration

Normal Work Hours & Location: 8:00am to 5:00pm – Monday thru Friday
802 N. Kealy, Lewisville, TX (Annex Bldg.)

Position Function:

Under the direction of the Chief Administrative Officer and working as part of a team, performs duties and tasks as necessary to provide secretarial and administrative support to assigned Managers, Supervisors, Sections and Departments as needed, or requested.

Typical/Essential Duties:

- 1) Process invoices and construction payments by comparing each invoice to the executed contract and verifying that it includes the required supporting documentation. Obtain the appropriate levels of approval before forwarding to Accounting.
- 2) Perform secretarial duties, including word processing (typing memos, letters, reports and contracts as requested) organizing and filing pertinent information, maintaining department files, taking notes and transcribing, copying information, collecting, collating, and inserting information into binders, and making travel arrangements for meetings, seminars and conferences.
- 3) Performs various administrative duties related to the specific functions of the assigned Section or Department by monitoring and reporting on specific projects, preparing reports, and inputting data.
- 4) Assists with setting up meetings by contacting individuals who are expected to be in attendance and then coordinating meeting dates and times, reserving meeting/conference rooms, and assisting with the preparation of presentation documents and other meeting materials
- 5) Scan current and historical documents into the Laserfiche Program. Responsibilities include setting up proper folders that organize all types of documents.
- 6) Assists with the preparation of official information packets for the Board of Directors' meetings by collating and organizing documents, making copies, and sorting and labeling information for mailing.
- 7) Handles mail pickup and distribution. Monitors office and general supplies throughout the administrative offices and places bi-monthly orders through appropriate vendors.
- 8) Performs additional duties as assigned.

Knowledge, Skills and Abilities:

Required knowledge and experience is normally obtained through the completion of four years of High School or GED equivalent and specific vocational, administrative, or technical training. At least five (5) years of similar work related experience is required. Must have knowledge and experience related to general office practices, duties and processes. Must be competent in the use of Microsoft Office computer software (Word, Excel and Power Point). Must have the ability to create/type letters, memos, agendas, minutes and reports using Microsoft based computer systems. Duties require the ability to interact (both in person and on the phone) in a courteous, professional, and business-like manner, with Public Officials, Board of Directors, Members/Customers, General Public and various personnel throughout the organization, as necessary.

Position is considered “Open Until Filled.”

Note: All applicants must complete an employment application and submit it to the District’s Human Resources Department. Please visit the District’s website at www.utrwd.com to obtain an application and for instructions on how to apply.