



EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any question. Email resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE DUE BY Monday, November 13, 2023 AT 4:30 P.M.

Position: Administrative Assistant
Department: Building/Inspections
Reports to: Building/Inspections Director
Status: Regular, Full-time / Part-Time
Schedule: Monday – Friday / 8:30 a.m.– 4:30 p.m. or 12:30 p.m.
Rate of Pay: \$12.00 per hour

FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE.

Job Summary:

Under the supervision of assigned supervisor, the employee performs clerical, administrative, and operational support to the assigned department. The employee receives calls, greets, and assists visitors, provides accurate information, and makes appropriate referrals. The employee performs data entry, prepares, and generates reports and correspondence, processes mail, and maintains files. The employee performs prescribed procedures for receipting money and maintains office supplies. The employee maintains the file system for storing and retrieving documents. The employee solves conventional problems and refers unusual or difficult issues to the supervisor. The employee works independently during very busy or other intense situations; and exercises independent judgment, initiative, and understanding in interpreting rules and regulations in meeting these situations. Work is performed in accordance with well-defined procedures, established rules, regulations, and instructions from supervisor; work is reviewed upon completion. This is a job with a high degree of responsibility and judgement in working with the public daily. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions:

Greets visitors to office in a friendly and professional manner. Answers multi-line telephone to screen calls, transfer calls to appropriate individual, respond to inquiries, and/or take messages.

Requirements:

High school diploma or GED; some clerical/office experience preferred; however, any combination of experience and education which provides the qualifications we be considered. **Must possess a valid Alabama Driver License or State Issued ID.**

The City of Selma is an Equal Opportunity Employer