



**Job Title:** Administrative Assistant  
**Department:** Recreation Department: City of Selma, Alabama  
**STATUS/SCHEDULE:** Regular, Full-time

**OPENING DATE: April 15, 2026**      **CLOSING DATE: April 22, 2026**

**Job Summary:**

The City of Selma is seeking a professional and organized Administrative Assistant to provide clerical and operational support across multiple departments. This role involves front-line customer service, managing calls and visitors, maintaining records, processing payments, preparing reports, and supporting daily office operations. The ideal candidate can multitask, work independently in a fast-paced environment, and communicate effectively with the public and city staff.

**Key Responsibilities:**

- Greet visitors and answer multi-line phone systems
- Provide accurate information and assist with inquiries
- Perform data entry, filing, and document management
- Prepare correspondence, reports, and spreadsheets
- Process incoming/outgoing mail and payments
- Maintain calendars, records, and office supplies
- Assist with permits, forms, and departmental procedures
- Support budgeting, payroll tracking, and purchasing processes

**Qualifications:**

- High school diploma or GED required (Associate's degree preferred)
- Minimum 2 years of office/customer service experience
- Strong computer, communication, and organizational skills
- Ability to multitask and maintain confidentiality
- Valid driver's license and ability to pass a Department background check

**Work Environment:**

Primarily office-based with standard physical and safety requirements.

**APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE PERSONNEL DEPARTMENT 222 BROAD STREET SELMA, AL 36701**

***THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER***