



CITY OF SELMA, ALABAMA
INTERNAL/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 HR/Personnel Department at (334) 876-1912 with any questions. Email resume to: lrutledge@selma-al.gov.

TRANSFER REQUESTS, APPLICATIONS, AND RESUMES ARE ACCEPTED UNTIL THE CLOSING DATE

OPENING DATE: Monday, September 21, 2026

CLOSING DATE: Until Closed

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

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

Note: Statements included in this description are intended to reflect in general, the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Job Summary:

Under the supervision of an 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 receiving money and maintains office supplies. The employee keeps 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, exercising independent judgment, initiative, and understanding in interpreting rules and regulations to meet these situations. Work is performed under well-defined procedures, established rules, regulations, and instructions from the supervisor; work is reviewed upon completion. This job has a high degree of responsibility and judgment 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 the office in a friendly and professional manner. Answers a multi-line telephone to screen calls, transfer calls to appropriate individuals, 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 provides the qualifications we are considering. **Must possess a valid Alabama Driver's License or state-issued ID.**

The City of Selma is an Equal Opportunity Employer