



CITY OF CLINTON

“Our mission is to be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”

ADMINISTRATIVE DEPARTMENT

SENIOR ADMINISTRATIVE SPECIALIST

SALARY: \$31,128 DOQ PLUS GREAT BENEFITS

OPEN UNTIL FILLED – APPLICATION SCREENING WILL BEGIN

JULY 31, 2017

The City of Clinton Administrative Department is reaching out to hire a dynamic, qualified person interested in an advanced level of administrative and specialized office management and public information responsibilities.

Essential Duties

- Serves as department receptionist with general knowledge of office practices & procedures to assist with public requests and resolve problems independently. Skilled in customer service
- Ability to communicate professionally and courteously in person and by telecommunications to employees, departments, citizens
- Assist department director with purchasing, and procurement of equipment, supplies and materials for the department and maintains inventory
- Ability to compile information and data to create records, reports, memorandums and other general documents in Microsoft Word, Excel
- Assist with the delegated functions for the department such as time sheets, annual and sick leave records, completion of workers' compensation forms, training schedules and other related records.
- Maintains accurate records & files on departmental activities, purchase order requisitions
- Assist City Manager and City Clerk with public information services
- Assists with the maintenance of personnel files
- Performs any other related tasks as required

Requirements:

- Graduation from high school, preferably supplemented by various courses in business or office technology and considerable administrative office experience; or an equivalent combination of training and experience.
- Clerical experience utilizing and operating computer applications (Word, Excel, PowerPoint, Publisher, etc.)
- Must have a valid NC Driver's License

Preferred Requirements:

- Associate's Degree in Business Administration or other business related field
- Bilingual

Applications may be obtained from our website www.cityofclintonnc.us and submitted to cityapps@cityofclintonnc.us

THE CITY OF CLINTON IS AN EQUAL OPPORTUNITY EMPLOYER & PROVIDER