



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: SECRETARY

Department: Wastewater Utility	Status: Full Time/ Permanent
Hourly Salary: \$13.68	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

CLOSING DATE:

UNTIL FILLED

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870)730-2038 FAX (870)730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The Secretary works under the direction of the Office Manager, and is responsible for issuing and maintaining the purchase orders of the Utility, opening mail and attaching invoices and delivery tickets to corresponding purchase orders in preparation for payment processing. The Secretary answers the telephone and radio, provides customer assistance with sewer lines, logs customer calls and work orders into the computer database and performs all duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: High school graduate or equivalent; One (1) year in experience as a secretary or clerical assistant. Training in computer use, preferably with Microsoft Office software. Customer service experience in a professional workplace setting dealing with the public.

ADDITIONAL REQUIREMENTS: Must have valid driver's license.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.