



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT/SECRETARY I

Department: Inspection and Zoning	Status: Full Time/ Permanent
Annual Salary: \$26,624	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 Administrative Assistant/Secretary is responsible for providing clerical and administrative support to the Inspection and Zoning Department by receiving and distributing mail, reviewing and replying to routine correspondence, answering phones and assisting citizens. The Administrative Assistant/Secretary assists with department purchases, relays called in inspections, schedules daily existing building inspections and all other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma or GED and 2 years of related experience and/or training; or equivalent combination of education and experience.

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.