

\*\*\*\*\*PLEASE POST\*\*\*\*\*

## CITY OF ASHEBORO

### JOB OPPORTUNITY ANNOUNCEMENT

VACANCY # 1943

Opening Date: Wednesday, May 8, 2019

Closing Date: Wednesday, May 15, 2019

## Office Assistant – W/S Maintenance

(Water/Sewer Maintenance Department)

An employee in this class person performs moderately difficult administrative and extensive clerical work in the Water/Sewer Maintenance Department. Detailed instructions are given at the beginning of work; however, after employee becomes familiar with routines, they are expected to work with considerable independence. This person acts as administrative office assistant to the Water/Sewer Maintenance Superintendent handling a variety of duties and may provide assistance to several department personnel. Work is performed under the general supervision of the Water/Sewer Maintenance Superintendent and is evaluated through periodic conferences and observation. Work schedule will consist of 40 hours per week, hours 8am-5pm with a one hour lunch.

### Minimum Experience and Training

Graduation from high school, supplemented with courses in office practices and procedures, extensive pc experience, Microsoft Office training or any equivalent combination of experience and training.

### Physical Requirements

Must be able to lift 10 to 25 pounds. Work will take place mainly in a climate-controlled office setting.

**Starting Salary: \$15.97 per hour**

**Deadline for Receiving Applications:** Please pick up applications from the Human Resources Department and send or deliver them to Lesia Cox by 5:00 p.m. on Wednesday, May 15, 2019. The City of Asheboro is an at-will, equal opportunity employer.