



City of Tuskegee
POSITION ANNOUNCEMENT

Date Posted: 04/09/2018

This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Executive Administrative Assistant II

Department: City Manager's Office

Job Status: Regular Full-Time Temporary Full-Time

If temporary, give required dates of service:

Regular Part-Time Temporary Part-Time

From: N/A To: _____

Standard Scheduled Hours: 8:00 am – 4:30 pm Days to be Worked: Monday – Friday Starting Pay Rate: \$35,000/ annually

Position Description

General nature/purpose of work:

Plans, organizes and schedules administrative activities, performs reception and customer service activities prepares documents, carries out administrative procedures, manages records and prepares reports and performs related services: With guidance of City Manager, determines administrative support requirements and establishes work priorities, establishes administrative procedures. Answers phone calls and greets visitors, determines nature of business, provides information or assistance, directs callers/visitors to appropriate parties, or takes messages as appropriate, and may respond to and follow up on complaints. Maintains records of programs and or projects carried out by department, maintains other records as directed, retrieves material from. File, converts hard copy documents to electronic records, researches files as necessary to compile and organize data, and prepares and submits required and special reports. Maintains calendar for City Manager, attends and may take minutes of meetings and may represent City Manager, participates in professional improvement activities to update and improve skills, and performs related services.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge of:

- Substantial knowledge of activities, programs and administrative procedures of the City Manager's office
- Substantial knowledge of modern office and clerical practices, including customer service, telephone and electronic communications, office systems and equipment, record keeping, and computer software
- Substantial knowledge of records management, including types of filing systems, steps involved in filing, indexing, control of documents in storage, retrieval and transfer of documents
- Reviewing and redacting documents for confidentiality and /or privileged review.
- Reading skills to comprehend policies, procedures, manuals and other complex material
- Keyboarding skills to use word processing, database, spreadsheet, presentation and specialized software
- Ability to perform legal research, analysis, drafting various legal documents, and providing basic professional assistance.
- Ability to perform the essential functions of the job with or without reasonable accommodation

Credentials & Experience:

- Applicant must possess a BS degree or above
- Highly proficient in Microsoft Office(Outlook, Excel, Word, PowerPoint) and Internet Applications
- Have 2 or more years of legal research, excellent organizational and problem-solving skills, multi-tasking abilities and effective time management.
- Excellent verbal and written communication skills with a professional and cheerful demeanor

Date of Announcement: April 9, 2018

Closing Date for Applicants: April 14,2018

All qualified candidates should submit a City of Tuskegee application, Resume, and Cover letter to the HUMAN RESOURCE DEPARTMENT, Re: Executive Administrative Assistant II, via email to Lfeggins@tuskegeealabama.gov

The City of Tuskegee is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising. We e-verify!