



Town of Mooresville

Recruitment Announcement

December 15, 2011

Position: **Administrative Specialist**

Department: **Public Services Administration**

Salary Range: **\$29,587 - \$46,273**

Application Deadline: **Open Until Filled**

Description:

Performs a variety of administrative, secretarial, and record keeping duties requiring independent initiative and confidentiality. Work includes (but not limited to) screening calls, establish and maintain office filing and data base systems, and organize information flow for customer service and staff usage; provides information concerning policies, guidelines, etc. Secures information via telephone or personal contact; selects appropriate materials to answer questions; coordinates various schedules for staff. Work requires knowledge of departmental operations in order that the role may perform effectively and serve as backup and at a competent level in several roles. Work requires independence, self-initiative, and program knowledge. Precedent setting situations are referred to higher level supervisors. Guides may include a variety of written manuals and instructions, as well as oral instructions. Other duties as assigned.

Minimum Requirements:

Graduation from an accredited two-year college or university with a major in business, secretarial science is preferred, or related field three to five years of administrative support experience; or equivalent combination of education and experience.

Hours:

8:00 AM – 5:00 Monday-Friday

Other Information:

Must have considerable knowledge of office practices and procedures; considerable knowledge and ability to use correct grammar, vocabulary, and spelling; considerable knowledge of office automation equipment software including word processing, data base management, and spreadsheets; ability to communicate effectively in person and by telephone; ability to gather and give basic information and instructions on departmental programs based on inquiries; ability to be tactful and courteous; ability to record information and balance figures; ability to compile information based on general instructions; ability to establish and maintain effective working relationships with the general public, supervisors, and other employees.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer