



Town of Mooresville

Recruitment Announcement

February 3, 2010

Position: **Executive Assistant / Deputy Town Clerk**

Department: **Manager's Office**

Salary Range: **\$35,964 - \$56,245**

Application Deadline: **February 17, 2010**

Description:

An employee in this position provides administrative support to the Town Manager, Assistant Town Manager, Town Attorney and Town Clerk. This employee performs a variety of clerical and administrative duties assisting the Town Clerk in handling the duties associated with the Town Board and Manager functions. Other duties include maintaining appointment schedules and calendars; making travel arrangements; assisting the Town Clerk in scheduling and coordinating meetings and events; handles confidential information; conducts research regarding specific issues as directed; prepares and edits visual tools including PowerPoint presentations, charts and graphs; provides support for the Finance Department as needed; assumes duties of the Town Clerk in her absence; transcribes minutes of various meetings; other duties as assigned. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, policies, personnel law and regulations, and standard office procedures governing the responsibilities of the Town Clerk.

Minimum Requirements:

Graduation from an accredited two-year college with a major in business, secretarial science, or related field and at least two years of experience in office management work at the Administrative Support Specialist level or above; or a bachelor's degree from an accredited university or college; or four years of experience as an assistant to a high level executive; or an equivalent combination of education and experience.

Hours:

8:30 AM – 5:00 PM Monday-Friday

Other Information:

Must have a valid North Carolina driver's license, ability to obtain Notary Public certification within one year of hire and certification from the Institute of Government as Town Clerk or ability to obtain within three years. Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

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