



Town of Mooresville

Recruitment Announcement

February 10, 2010

Position: **Office Assistant**

Department: **Manager's Office**

Salary Range: **\$25,558 - \$39,972**

Application Deadline: **March 17, 2010**

Description:

An employee in this position performs a variety of administrative and clerical support duties. This employee is expected to have a general understanding of the work unit and its services to respond to routine inquiries; non-routine questions or situations are referred to other. Specific oral and/or written instructions are available to apply to most work situations. The duties of this position also include answering the telephone and greeting visitors; direct calls or visitors and give simple information based on the type of request; reviews and verifies documents to ensure that information is provided and correct; complies information using standardized forms or specific instructions; types letters, reports and other materials; types rough drafts from handwritten or other marked copies; proofreads materials for typographical or spelling errors, enters correct information onto forms or form letters to fit varying situations; creates records by posting general program activity on established forms, files and other record keeping devices; places materials and records in alphabetical or numerical order for proper filing into the appropriate record keeping system; and other duties as assigned.

Minimum Requirements:

Graduation from high school and some experience in administrative or clerical duties with emphasis on public contact tasks; or an equivalent combination of education and experience.

Hours:

8:30 AM – 5:00 PM Monday-Friday

Other Information:

Must possess working knowledge of office practices and procedures; knowledge of the use and care of personal computers; ability to perform data entry with accuracy at the speed required by the particular program; and ability to organize and apply filing and coding systems and to arrange and place records, reports and files in to a proper sequence.

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