



Town of Mooresville

Recruitment Announcement

June 6, 2008

Position: Senior Administrative Support Specialist

Department: Public Services

Salary Range: \$27,051 - \$41,161

Application Deadline: June 20, 2008

Description:

An employee in this position performs a variety of administrative, secretarial, and office management duties in the Public Services Department and Utilities Division requiring a comprehensive understanding of the goals and services of the department. Must be organized, detail oriented individual who can effectively communicate and cooperate with general public as well as other employees in the department. Generally work independently to handle activities such as record keeping, data entry, creating templates, spreadsheets, documents, and forms to streamline department operations.

Minimum Requirements:

Graduation from business school and office management experience at a journey level; or an equivalent combination of training and experience.

Hours:

8:00 AM – 5:00 PM Monday-Friday

Other Information:

Must have thorough knowledge and ability to use correct grammar, vocabulary, and spelling; ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs; ability to communicate effectively in person and by telephone; requires considerable knowledge of automated office systems including work processing, data base management, spreadsheet design and usage, and other related resources.

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