City of Tuskegee POSITION ANNOUNCEMENT	Date Posted: 05/20/2022 *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 I

Department: Building, Fire, Parks & Recreation, Police, & Public Works

Job Status: ☒ Regular Full-Time ☐ Temporary Full-Time ☐ Regular Part-Time ☐ Temporary Part-Time

If temporary, give required dates of service:

From: N/A *To:* _____

Standard Scheduled Hours: 8:00 am – 4:30 pm

Days to be Worked: Monday – Friday

Starting Pay Rate: Depends on exp.

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: Answers phone calls and provides information or assistance, directs calls to appropriate parties, or takes messages, greets visitors, determines nature of business, provides assistance or refers to specific individuals, and may respond and follow up on complaints, or refer to appropriate individual. Identifies activities for each administrative area and maintains records needed to document these activities. Maintains records of programs and or projects carried out by department, maintains other records, retrieves material from files, converts hard copy documents to electronic records, destroys or stores outdated records, researches files to compile and organize data and prepares and submits required and special reports. Maintains calendar for department head, attends and may take minutes at meetings, may represent department head at meetings, may take notes and/or participate in interviews with candidates for employment, may supervise temporary employees or lower level staff, updates and improves skills through professional development activities, and performs related services on request.

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

Knowledge of:

- Substantial knowledge of activities, programs and administrative procedures of assigned department
- 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
- Verbal communications skills to convey information effectively
- 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 follow written and oral directives
- Ability to perform the essential functions of the job with or without reasonable accommodation

Credentials & Experience:

- Applicant must possess a High School diploma or equivalent
- Must possess and maintain a valid Alabama driver's license
- Have a specialized or vocational training in business/office technology, or a similar level of training in other technology or trade
- Have 3 years increasingly responsible administrative support experience, preferably in a municipal environment
- If considered for hire applicant must also pass a background check and drug/alcohol screening

Date of Announcement: 05/25/2022

Closing Date for Applicants: Open Until Filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: Executive Administrative Assistant I, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.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!