



ADMINISTRATIVE ASSISTANT I

The City of Jennings is accepting applications for the position of Administrative Assistant I in the Building Department. Duties include assisting with routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping. Assists in the sewer lateral program, processing permit applications, monitoring progress for status reports and maintaining records of the permit process.

Minimum two years' office experience required, with excellent clerical, computer and customer service skills and attention to detail. High school diploma or GED equivalent. Starting salary \$31,152 (GS-10-C).

Application available at Jennings City Hall or online at www.cityofjennings.org *Application and resume **MUST** be submitted together.* NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications with resumes may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999.

The City of Jennings is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Posting January 3, 2023 - DH