



ADMINISTRATIVE ASSISTANT II

The City of Jennings is accepting applications for the position of Administrative Assistant II 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 administration of the standard operating policies and procedures of the department and the Director of Housing. Provides general zoning, building and related code information and application forms to permit applicants, and provides guidance in filling out the various forms, making sure applicants understand the application process and the necessary information and attachments required to submit an accurate and complete application.

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 \$35,551.00 (GS-13).

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.

Posted 10/17/2022 - DH