



Part-time Assistant to the City Clerk

The City of Jennings is accepting applications for the part-time position of Assistant to the City Clerk. An Assistant to the City Clerk is responsible for providing highly responsible, routine administrative work and archiving of documents. Duties will include monitoring and filing of records, scanning of documents, preparing correspondence and written documents; receiving and making phone calls; greeting visitors; and other administrative duties.

Qualifications: Graduation from high school or GED equivalent. Any combination of training, education, and experience equivalent to two (2) years of working in a high-level clerical/administrative support capacity. Similar responsibilities including office management experience; excellent attention to detail, communication and grammar skills are required, along with the essential ability to function independently, professionally, confidentially and efficiently. Starting rate of pay is \$15.29 per hour.

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