



Parks and Recreation Department Administrative Assistant

The City of Jennings is accepting applications for the full-time position of Administrative Asst. with the Recreation Department. Duties will include performing routine clerical, secretarial work in answering the phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

The Administrative Assistant performs a variety of administrative duties to support the assigned department(s). Responsibilities receives and screens visitors and telephone call and handles general inquiries. Schedules/coordinates meetings, conferences, special events, appointments and travel arrangements. Maintains assigned calendar(s). Establishes and maintains filing systems.

Qualifications, High school diploma or equivalent is required. Post high school education and training is preferred, or two-years work experience demonstrating secretarial skills, including proficient use of office equipment is required. Excellent attention to detail, communication and grammar skills are required, along with the essential ability to function independently, professionally and efficiently. Starting salary \$29,807.00 (GS-9)

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 04/01/2022 - KWD