



**JOB OPENING
STAFF ASSISTANT - PUBLIC WORKS**

Minimum Starting Salary: 17.33

APPLICATIONS WILL BE RECEIVED UNTIL: May 17, 2024

DUTIES: This is skilled secretarial work for providing support to the Public Works Department. Duties vary from routine to complex tasks and involve computer entry, record-keeping, coordination service requests from other departments, coordinating purchasing and personnel activities for the department, and performing a variety of clerical assignments. Work is performed independently under the general supervision of the Public Works Director

MINIMUM REQUIREMENTS: High School diploma or equivalent. Some college is desirable. Considerable experience in performing related secretarial work. Any equivalent combination of education and experience is acceptable. Good knowledge of business English, spelling and arithmetic. Good knowledge of modern office practices, methods and standard procedures. Excellent oral and written communication skills. Ability to deal tactfully and courteously with the general public, customers, contractors and City employees regarding service complaints and problems. Skill in performing computer data entry, and calculator skills. Possess valid Georgia Driver's license and a good motor vehicle record.

BENEFITS: Excellent medical and dental benefits package – 10 paid holidays; and 1(one) week of vacation after 6 months. 100% City funded Retirement Plan.

HIRING PROCESS: Interview, background and reference check, driving history check, criminal history check and a clean post offer drug screen.

Applications available at www.snellville.org or may be picked up at:

Snellville City Hall
2342 Oak Road
Snellville, GA 30078

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: May 2, 2024