

CITY OF SEWARD
POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT/DMV CLERK

The City of Seward is seeking applications from interested persons for the position of **Administrative Assistant/DMV Clerk** in the Police Department.

This is a regular full-time position; starting pay is \$16.37/hour with benefits.

This position serves as an administrative assistant to the Chief of Police, providing a full range of administrative support, often of a confidential nature. This position performs appropriate procedures from oral and written instructions and will be skilled in professional office practices and general clerical functions. Duties also include, but are not limited to the following: Issuing or deny issuance of all classes of driver's licenses (original, duplicates, renewals and reinstates), identification cards, vehicle, boat and snow machine registrations, specialized registrations and/or vehicle titles either through voluntary or involuntary transfer. This position serves as an administrative assistant to the Chief of Police, providing a full range of administrative support, often of a confidential nature. This position performs appropriate procedures from oral and written instructions and will be skilled in professional office practices and general clerical functions.

High School diploma or general education degree (GED). Vocational certificate, Associates degree or related course work in accounting or business is preferred. One year of full working level experience in motor vehicle registration, titling and licensing, or three years of advanced level clerical experience performing complex clerical processes, or three year of experience applying statutes, regulations, policies, and procedures or similar criteria to determine an individual's eligibility for programs or services. Must have a working knowledge of multiple computer systems and software programs.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from Tamara Foster, City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing tfoster@cityofseward.net . Position open until filled.

~ The City of Seward is an Equal Opportunity/Affirmative Action Employer ~