

City of Seward
POSITION ANNOUNCEMENT

The City of Seward is seeking applications from interested persons for the position described below. All applicants should deliver a completed application, resume and cover letter indicating their interest to the City of Seward Personnel Office or via HR@cityofseward.net. The position will remain open until filled.

Administrative Assistant – Office of the City Clerk: This is a regular, fulltime position with benefits starting at \$13.43/hour. This is a progressive position with a progressive pay scale topping off at \$19.49/hour.

Under the general supervision of the City Clerk and the Deputy City Clerk, this position is responsible for providing back-up administrative and clerical support to the city clerk department. This position performs a variety of general and specialized office work. A certain amount of discretion and judgment is involved in the work and requires ability to perform several tasks simultaneously with accuracy and in a calm manner. High school diploma or general education degree (GED) and one year experience in an office setting; experience working with the public; pleasant and clear speaking voice; some computer experience, with proficiency in multiple word processing and database programs preferred; ability to deal tactfully and courteously with the public; ability to remain calm in a stressful environment and the ability to type with speed and accuracy.

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 the City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net.

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