



CITY OF SELMA JOB POSTING

POSITION: Administrative Assistant

DEPARTMENT: City Clerk Office

LOCATION: City of Selma

STATUS/SCHEDULE: Regular, Full-time

OPENING DATE: July 7, 2021 2021 **CLOSING DATE: August 7, 2021**

Job Summary

This is an administrative and secretarial position in the City Clerk's office that serves as Assistant to the City Clerk; responsible for performing administrative and secretarial work in the City Clerk's office. Major work functions include maintaining the City Clerk's appointment calendar and meetings' schedule, assisting in composing letters, memos, Council meeting minutes, and other documents; maintaining departmental records; such as, City Council meeting minutes, resolutions, ordinances, contracts and lease agreements; assisting the City Clerk in transcribing the City Council's meeting minutes; may be required to attend City Council meetings and Special Called Council Meetings; receive and processing claims and lawsuits against the city; processing open records request, preparing weekly, monthly, and quarterly reports, as needed, assisting citizens/public, and departments, with requests; maintaining, searching and retrieving documents within the City Clerk's office; and performing other related duties, as assigned.

Duties and Responsibilities

- Support the vision, mission and principles of the City, and the City Clerk's office
- Must maintain strict confidentiality in performing the duties of the City Clerk's office
- Composes and types various forms of written correspondence and reports
- Availability to attend Work Session meetings and Council meetings
- Researches and retrieves information requests from departments, as well as, the Public
- Maintains onsite office records and records stored in off-site facility
- Assist with the Municipal Election Process
- Performs follow-up activities resulting from council Meetings
- Performs supervisory and management responsibilities in City Clerk's absence

Performs other related work as required

Knowledge of modern office practices, methods, equipment, and standard administrative/clerical procedures;

- Knowledge of or ability to learn municipal laws, policies, codes, and regulations;
- Knowledge of or ability to learn the legal requirements related to keeping and preserving all official City Records; such as, Minutes, Ordinances, Resolutions, Contracts, Agreements, etc.;
- Knowledge of supervisory and management practices;
- Skill in the operation of modern office equipment; Excellent Typing and Computer Skills including MSWRD, Excel, PowerPoint and Microsoft Outlook, and the ability to operate other business and office equipment;
- Skill in shorthand, speed writing and transcribing equipment;
- Ability to obtain certification;
- Ability to complete internal core courses as determined by the City;
- Ability to handle confidential matters with discretion;
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner;
- Ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to understand and follow oral and written instructions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to establish and maintain effective working relationships with Employees, City Officials and the General Public.

Required Skills/Abilities:

Associate's degree in Business Administration, Public Administration or a related field preferred; or (3) to (5) years of equivalent skill, knowledge and experience. Alabama Notary Public, must be obtained within (3) months of hire.

**APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE
PERSONNEL DEPARTMENT 222 BROAD STREET SELMA AL 36701**

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER