Position: Administrative Assistant/Mayor’s Secretary
Department: City Hall
Rate of Pay: $13.00/hr. Full time with benefits to include health insurance, retirement, life insurance.

Nature of Work:

Duties required will be to assist with the daily operations of City Hall. Assumes various routine duties, administrative tasks and miscellaneous projects. Work requires extensive interaction with the general public. The physical work required for this position involves indoor and occasional outdoor work, occasional light lifting, and occasional light janitorial duties.

Examples of Work:

* Provides professional and courteous correspondence by phone and with face-to-face visitors to City Hall.
* Serve as a primary point of contact for the public, other city employees, and governmental agencies, providing information and directing inquiries.
* Answer multi-telephone lines. Accurately takes messages and information for the general public and other City employees.
* Accepting payments, maintaining a cash drawer, balancing and preparing money for bank deposits.
* Assist with the general day-to-day operations of the mayor's office, which may involve miscellaneous administrative tasks and projects.
* Meet specified and required deadlines.
* Required to assist, coordinate and participate in a variety of events or activities coordinated through the City of Petal as needed.
* Performs other duties as needed.

Qualifications:

* High School Diploma or G.E.D. equivalent.
* Must pass a physical/drug test and background check.
* Must be able to be bonded.
* Competency in Microsoft Excel and Microsoft Word, as well as the ability to type a minimum of 45 wpm.
* Strong working knowledge of computer systems and office software for managing correspondence, data, and calendars.
* Must have good communication skills (both oral and written), as well as the ability to maintain professional courtesy under adverse pressure.
* Must have and maintain a valid MS driver’s license.