



# CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

## JOB ANNOUNCEMENT

**JOB TITLE: ADMINISTRATIVE ASSISTANT/SECRETARY III**

<b>Department:</b> Inspection/Zoning	<b>Status:</b> Full-Time/ Permanent
<b>Annual Salary:</b> \$35,367.07	<b>Available Positions:</b> 1

**Application Process:**

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at [www.cityofpinebluff.com](http://www.cityofpinebluff.com)

**CLOSING DATE:**

**7/3/24**

<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 730-2038/ <b>FAX</b> (870) 730-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>
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**ESSENTIAL JOB FUNCTIONS:** The Administrative Assistant/Secretary III is responsible for providing clerical and administrative support for the Inspection and Zoning Department and is responsible for answering calls, and screening and routing calls to appropriate staff. The Administrative Assistant/Secretary III is also responsible for processing and assisting the public with applications for all permits, scheduling inspections, receiving and submitting bills for payment, and all other duties assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING** High school diploma or GED plus 12-18 months of related experience and/or training; or equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.