

February 28, 2014

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Sr. Office Assistant

The City of Salisbury is currently seeking a full-time Senior Office Assistant. Candidate should have strong customer service, organizational, communication, and clerical skills.

Requires general knowledge of office practices and procedures; general knowledge of office automation equipment and software including word processing, database management and spreadsheets; ability to communicate ideas effectively in both oral and written forms; ability to gather and give basic information and instructions on departmental programs based on inquiries; ability to enter data, key or type at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

Requires strong writing, communication and interpersonal skills. Must be proficient in spreadsheets, Windows Outlook, and Microsoft Office Suite.

Must have a high school diploma or GED and minimal experience in secretarial and office management work or equivalent combination of education and experience.
Must have a driver's license with a good driving record in the State of N.C.

**To be considered, applicants must apply for position #350 by 5:00 p.m. on
March 14, 2014. EOE**

Hiring Range: \$23,727.56 - \$32,469.30 DOE

For application, visit/call the City of Salisbury Human Resources Department,
City Office Building, 132 North Main Street, 2nd Floor
Phone: (704)638-5217.

Download Application and to apply online: www.salisburync.gov/hr
Job Opportunities Hotline: 704-638-5355