



**City of Hendersonville
Tennessee**

Notice of employment opportunity

PUBLIC WORKS DEPARTMENT

Administrative Assistant

Pay Grade 12

FLSA status: Non-Exempt

Entry Level Annual Pay: \$36,973

Internal candidate's pay will vary for each candidate per the City's promotion/demotion policy.

Job Summary

This position is responsible for providing administrative and secretarial support to the Public Works and Roads departments.

Minimum Qualifications

- High School diploma and knowledge and level of competency commonly associated with completion of specialized training in the field of work. Associates Degree in Accounting, Bookkeeping or a closely related field preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for 1-2 years.
- Proficient in computer skills and Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.).

To Apply

Interested and qualified candidates must submit a completed Job Application, Resume, and a Cover Letter highlighting your career experience as it relates to this position and explaining why you are interested in this job.

Job Applications can be found on the 'Job Openings' page on the City of Hendersonville Human Resources website or picked up at the Personnel office at Hendersonville City Hall.

Deadline to Apply

The deadline to submit the required materials to the Personnel Department is **Wednesday, October 23, 2019 at 4:00 PM CST.**

EOE