

NOW HIRING

ADMINISTRATIVE ASSISTANT PART-TIME



The City of Cedar Falls is accepting application materials for a part-time **Administrative Assistant** to work 25-29 hrs./wk., Mon-Fri. Scheduled work hours to be discussed. The hourly rate will be \$22.977, and the position is eligible for annual performance increases. Position is also eligible for part-time benefits including pro-rated holidays, sick leave, and vacation; voluntary dental, vision, and other voluntary insurance benefits; tuition reimbursement; bereavement leave; wellness; and retirement plans.

This position is part of an administrative team supporting the clerical, special projects, and digital imaging needs of staff within various city departments; performs a wide range of financial recordkeeping, records management, and clerical duties; and may be cross trained/reassigned as needed. Duties may include word processing, spreadsheets, scheduling, data entry, issuing various permits and licenses, accounts payable, cash receipts, payroll entry, filing, document imaging, responding to public requests, and providing customer service in person and on the phone.

High school diploma or equivalent supplemented with specialized training in clerical/secretarial, financial, accounting, or bookkeeping procedures and practices are required. Please indicate this training on the application form. Candidates must also have at least one-year experience of a combination of secretarial/administrative/clerical and bookkeeping with significant public contact, including experience with computer data entry, word processing, and spreadsheet applications. Strong organizational skills and attention to detail preferred. Post-offer, pre-employment background, physical, and drug screen will be required for the selected candidate.

For consideration, apply online at <https://www.cedarfalls.com/jobs> (preferred) OR print and complete an application from the above link and email to jobs@cedarfalls.com or provide to Cedar Falls City Hall by mailing or delivering to: City of Cedar Falls, Finance & Business Operations Dept., Attn: PT Administrative Assistant, 220 Clay Street, Cedar Falls, IA 50613. A resume and proof of relevant certifications or licensures are also encouraged at the time of application. The deadline for materials is Friday, September 4th at 4:30 p.m.

EQUAL OPPORTUNITY EMPLOYER

