

NOW HIRING ADMINISTRATIVE ASSISTANT



The City of Cedar Falls is accepting application materials for a full-time **Administrative Assistant**. The expected hourly rate will start between \$19.182 - \$23.566, and the position is eligible for annual performance increases and full-time benefits.

This position is part of an administrative team that supports 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.

Position requires Civil Service testing for candidates meeting the above minimum qualifications and that have submitted the required application materials outlined below. Candidates meeting both will be notified of testing information. Post-offer, pre-employment background, physical, and drug screen required for selected individual.

For consideration, apply online at www.cedarfalls.com/jobs (preferred) OR obtain an application from the same link (or Cedar Falls City Hall) and complete and forward to Jobs@cedarfalls.com or mail/deliver to City of Cedar Falls, Finance & Business Operations Dept., Attn: Administrative Assistant, 220 Clay Street, Cedar Falls, IA 50613. Deadline for materials: Friday, July 12 at 4:30 p.m. Resume is encouraged, and proof of education is required and encouraged at the time of application to confirm the ability to be approved for testing.

EQUAL OPPORTUNITY EMPLOYER

