

CITY OF BOWIE
Administrative Assistant
Public Works Administration

Job Listing: Duties will include performing skilled clerical and administrative work in support of division manager, department director and/or department staff. The work requires regular contact within the department and periodic contact with other departments, outside agencies, and the general public. This individual will also be required to assist the department in administering programs and services offered to the community. The core hours for this position are 7am- 3pm, in addition the person must be available to work in all weather conditions.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Two (2) years of administrative support experience including typing/data entry, filing, and answering telephones
- Proficient in Microsoft Office
- Experience with establishing and maintaining various filing systems
- Knowledge of methods, principals, and techniques associated with research, data collection and report preparation

SALARY: \$23.55/ HOURLY

HOW TO APPLY:

Please apply online on the City of Bowie website at: www.cityofbowie.org (click on the employment tab).

APPLICATION DEADLINE: FRIDAY, NOVEMBER 27, 2020

City of Bowie is a drug and alcohol-testing employer. EOE