



## CITY OF TOMBALL PUBLIC POSITION POSTING

### ADMINISTRATIVE ASSISTANT

The City of Tomball is accepting applications for the position of Administrative Assistant in the City Secretary's Office. This position will provide administrative support such as answering phones and directing calls, purchasing, accounts payable, permits, licenses, birth and death certificates and records retention as well as work on special projects. In addition, the assistant will be responsible for setting up and maintaining files and tracking/monitoring systems and records.

#### QUALIFICATIONS:

- Must have professional customer service and telephone skills.
- High level of computer skills to include experience with Microsoft Word, Microsoft Outlook, Excel and PowerPoint. Incode is a plus (+).
- Two (2) years to three (3) years office experience in a fast-paced multi-task environment with cash collection and clerical skills.
- Experience in municipal government preferred.
- Must be able to perform typical duties with minimal supervision.
- Must be able to produce written documents using proper punctuation, grammar, and spelling.
- Must possess and maintain a valid Class C Texas motor vehicle operator's license.
- Must possess H. S. Diploma or GED; some college preferred.
- Certification as Deputy Registrar and in Paternity or obtain within one year of hire.
- Possess or obtain notary seal within six (6) months of hire.
- Spanish speaking skills are a plus.
- Must be able to successfully pass pre-employment drug screening.

#### SALARY:

- Hiring Range: \$36,326 - \$38,142
  - Salary Range: \$36,326 - \$49,147
- \*\*\*Salary is dependent on experience and qualifications

#### CLOSING DATE:

- Applications will be accepted until 5:00pm Wednesday, April 1, 2020.

Applications are available at City Hall or on our website at [www.tomballtx.gov](http://www.tomballtx.gov) and may be submitted to:

- City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail [hr@tomballtx.gov](mailto:hr@tomballtx.gov)
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.