

### *Administrative Assistant*

The City of Highland seeks qualified applicants for the full-time position of **Administrative Assistant for the City's Public Works Dept.** Primary responsibilities includes responding to all public inquires, dispatching emergency/non-emergency calls to appropriate personnel, processing work orders and purchase orders, processing and preparing invoices for accounts payable, calculating and inputting department payroll, preparation of department correspondence/notices as well as all other general clerical duties.

Candidates must have a High School Diploma or equivalent as well as a minimum of two (2) years administrative/clerical experience. The following knowledge, skills and abilities are also required; intermediate to advance knowledge of MS Office, excellent communications skills both oral and written, must have a strong commitment to customer service, be organized, self-motivated, detail orientated and able to shift priorities as needed. A valid driver's license is required as candidates must be able to provide own transportation between locations as needed. Residency within the City Limits of Highland is also required within one year of hire.

If you meet the qualifications outlined above please send an application or resume no later than December 23, 2015 to: City of Highland; Attn: Director of Human Resources; 1115 Broadway, P.O. Box 218; Highland, IL. 62249. EOE