



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: GENERAL PUBLIC

**PERMANENT PART-TIME POSITION WORKING
20 HOURS PER WEEK.**

TITLE: Office Assistant

LOCATION: Public Services – Administration

OPENING DATE: March 13, 2017

CLOSING DATE: March 24, 2017

JOB NUMBER: JN17-09PS

CLASS CODE: 9005

SALARY: \$11.50 per hour (**DOQ**). Limited benefits due to part-time status.

FLSA Status: Non -Exempt

PRIMARY FUNCTION: This position serves as a receptionist to an assigned department/division with limited responsibilities to perform routine clerical work in support of departmental activities.

QUALIFICATIONS: Requires high school diploma or GED with 6 months previous experience and/or training involving general office work or reception is preferred; typing speed at an acceptable level to the Department; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: None.

LICENSES: None.

NOTES: Must be able to pass a drug test. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.