



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Administrative Specialist

**LOCATION:** Parks & Rec - Grounds

**OPENING DATE:** April 11, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-15PR

**CLASS CODE:** 9030

**SALARY:** \$26,323 (DOQ) annually with *excellent benefits package*

**PRIMARY FUNCTION:** The purpose of this classification is to perform specialized administrative work, and process information/documentation relating to an assigned department/division.

**QUALIFICATIONS:** Requires a high school diploma or GED; supplemented by two (2) years previous experience and/or training involving office administration, secretarial work, basic bookkeeping, customer service, record management, data entry, personal computer operations, and experience in area of assignment; 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:** Must possess strong computer skills (Microsoft Word and Excel), excellent communications skills (phone, oral, writing), organizational skills, and have the ability to prioritize work effectively.

**LICENSES:** None.

**NOTES:** Must be able to pass a work related physical and drug test. The work of this position is primarily sedentary.

**\*\* Full job description available upon request. Please call 901-457-2296.**

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.