



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Administrative Specialist

LOCATION: Development –
Planning

OPENING DATE: July 10, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-33DP

CLASS CODE: 9030

SALARY: \$26,323 - \$31,459(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, including MS Word, Excel, PowerPoint and Publisher, as well experience in web-site maintenance. Must be flexible to work a few evening meetings per month.

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: Submit an original Town of Collierville application to the following address: Human Resources, 500 Poplar View Parkway, Collierville, TN, 38017. Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

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.