



Position Title: Administrative Assistant
Full Time
FLSA Non Exempt

Hiring Salary Range: \$12.02-\$12.50 per hour DOQ, comprehensive benefit package includes health, vision, dental, and life insurance, gym membership, retirement, vacation, personal, administrative, and sick leave.

Closing Date: December 15, 2017 @ noon

Description of Duties:

The City of Alamosa is seeking a **Full-Time Administrative Assistant** to provide general support to Senior Management. Position will be responsible for creating and maintaining City contracts and coordination with City Attorney, assisting in the administration of commercial insurance, and assisting Human Resources with clerical functions.

Desired Qualifications:

Preferred candidate should possess a minimum of a High School diploma or equivalent, an Associate's degree is preferred, but not required and a minimum of two (2) years of progressive experience in an administrative position. Candidate must possess professional communication skills both written and oral, be computer competent, and have the ability to provide excellent customer service.

Application Procedure:

The City of Alamosa is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law EOE.

Submit City of Alamosa application, resume, and letter of interest to:

Human Resources Department
City of Alamosa
Post Office Box 419
or 300 Hunt Avenue
Alamosa, Colorado 81101
719.587.2029
amckinley@ci.alamosa.co.us

Applications can be found online at www.cityofalamosa.org under Job Opportunities or at the HR Department, 300 Hunt Avenue, Alamosa, Colorado.