



Position Vacancy Announcement

Administrative Assistant

Position Title: Administrative Assistant
Full-time (40 hours/week) FLSA covered

Salary Range: \$10.20 to \$13.35 hr.

Description of Duties:

Under general supervision of the Chief of Police, the Administrative Assistant performs moderately complex general clerical/secretarial work requiring skills in computer operations, and customer relations.

Qualifications:

High school graduate. One year general office experience dealing with the public desirable or a combination of education and experience.

Application Procedure:

Complete job description and application forms are available at www.cityofalamosa.org; or through the Colorado Workforce Center 1016 West Avenue #6; 719/589-5118. Submit a completed City application to the Workforce Center by the application deadline.

Application Deadline: 5:00 p.m. February 19, 2010.

Posting Date: February 4, 2010