

MAYOR
Barbara Blain-Bellamy

MAYOR PRO TEM
Randle L. Alford



COUNCIL MEMBERS
Thomas J. "Tom" Anderson II
William M. Goldfinch, IV
Ashley Smith
Jean M. Tiimbes
Larry A. White

POSITION OPEN
GROUNDS & MAINTENANCE DEPARTMENT
OFFICE ASSISTANT II

Job Posting Date – June 2, 2017

The City of Conway is accepting applications for the position of Office Assistant II. This position performs intermediate skilled clerical work involving a variety of office assistance tasks in support of effective and efficient operations related to the Grounds & Maintenance Department. Provides professional and courteous customer service at all times. This position will handle a variety of duties essential to the department. Duties include but are not limited to: answering the telephone; preparing, maintaining and receiving records and files; answers questions regarding City services; documents requests and complaints and notifies appropriate personnel to initiate proper action; prepares departmental time sheets; verifies accuracy and forwards as appropriate; prepares departmental purchase orders and maintains inventory and supplies; performs related tasks as required. Work is conducted under the general supervision of the Grounds & Maintenance Director and is reviewed through periodic conferences and observation.

Minimum Experience and Training: Requires any combination of education and experience equivalent to graduation from high school and considerable clerical experience involving public contact. Must have thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling, arithmetic; general knowledge of agency programs and policies; ability to operate standard office, word processing and computer equipment; ability to make mathematical calculations; ability to maintain confidential records and files; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions. Applicant must possess a valid South Carolina driver's license and Notary Public certification or obtain prior to employment.

Entry Level pay for this position is \$29,270.00 (\$14.07 per hour).

Interested persons should submit an application to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC, 29526. Applications may be obtained from the SC Department of Employment & Workforce Center at 200-A Victory Lane Conway, SC or downloaded from the City's website www.Cityofconway.com.

The deadline to apply for this position is 5:00pm on Friday, June 16, 2017. All applications must be received by the deadline date & time to be considered.

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER