

**PART-TIME**

**ADMINISTRATIVE ASSISTANT**

The City of Jennings is accepting applications for the position of Part Time Administrative Assistant in the Building Department. Duties include assisting with routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping. Assists in the sewer lateral program, processing permit applications, monitoring progress for status reports and maintaining records of the permit process.

Minimum two years’ office experience required, with excellent clerical, computer and customer service skills and attention to detail. High school diploma or GED equivalent. Starting salary $17.43 per hour.

Application available at Jennings City Hall or online at [www.cityofjennings.org](http://www.cityofjennings.org/) *Application and resume* ***MUST*** *be submitted together*. NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications with resumes may be delivered to City Hall, mailed, emailed to [HR@cityofjennings.org](mailto:HR@cityofjennings.org) or faxed to 314-388-3999.