



**City of Salisbury**  
Field Operations Department

**Administrative Office Associate**

Fulltime 40 hours

\$28,009 - \$30,318

Full range of benefits

**Essential Functions:** Perform administrative functions to include answering phones, taking messages, forwarding phone calls to appropriate individuals, radio communications, and greeting visitors to the department. Respond appropriately to requests for information. Compile internal and external correspondence. Must have the ability to prioritize and multitask with attention to detail and be self-motivated.

**Requirements:** H.S. Diploma or GED. Associate's Degree in business preferred with one year related work experience or equivalent training, education and experience. Knowledge of standard office practices, techniques, and equipment. Must have good command of the Microsoft Office Suite, to include Word, Excel, and Outlook.

**Closing Date:** Open until filled

**Apply:** Send City application form and resume to:

City of Salisbury Human Resources Dept.  
125 N. Division Street  
Salisbury, Maryland 21801  
410-548-1065 FAX: 410-548-3748  
Web Site: [www.salisbury.md](http://www.salisbury.md)  
Email: [jobs@salisbury.md](mailto:jobs@salisbury.md)

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