



**City of Salisbury  
Mayor's Office  
Administrative Assistant III**

Salary: \$36,876 - \$38,366  
Full Range of Benefits - 35 hours per week

**Essential Duties:**

- Act as primary receiver of guests and visitors to Mayor's Office; Receive public inquiries and concerns from citizens, while providing a stellar dedication to customer service
- Must perform receptionist duties with efficiency and accuracy (i.e.: answering phones, directing messages to proper contact, recording accurate messages)
- Draft appropriate correspondence, spreadsheets, and other documents with little assistance
- Provide high level assistance with the Executive communications rhythm; order business cards and other office materials
- Act as Mayor's Office representative for boards and committees; Maintain descriptive, accurate notes and meeting minutes
- Act as scheduler and calendar maintenance point person for multiple staff members within the Mayor's Office
- Must understand MUNIS software to review budget accounts
- Participate in a variety of special projects and research work as assigned
- Perform other typical administrative office duties. Some projects may require additional/nontraditional hours to accomplish goals

**Requirements:**

- AA Degree in Office Technology/Administration preferred
- At least three years' experience in a fast paced, high intensity office; or equivalent training, education and experience; 5 years preferred
- Proficient in Microsoft Office Suite, with proven advanced Excel experience
- Candidate must be highly organized, professional, centered in customer service and be able to prioritize and multitask with attention to detail

**Closing Date:** Thursday, September 19, 2019, 4:30 pm

**APPLY:** online at [www.salisbury.md/apply](http://www.salisbury.md/apply) include detailed resume and cover letter

City HR Dept.  
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Salisbury, MD 21801  
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