



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION:	Secretary	DATE POSTED:	12/22/2014
DEPARTMENT:	Mayor	DATE CLOSED:	01/09/2015
SALARY:	\$31,809.00		
HOURS:	8:30am - 4:45pm		

DEFINITION: The employee performs secretarial and reception duties as assigned by the Mayor. The employee receives supervision from and reports directly to the Mayor and the Mayor's Administrative Assistant.

ESSENTIAL FUNCTIONS:

Perform secretarial, clerical and reception duties for the Mayor. Must be able to multi-task. Must be able to deal with sensitive and confidential information. Must be able to deal with the news media as a point of contact. Must have knowledge of Microsoft Office, Excel, PowerPoint and Outlook.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Two years or more of increasingly responsible secretarial and clerical experience preferred.

PHYSICAL REQUIREMENTS:

1. The employee performs 80% of the tasks seated.
2. The employee must also be able to stoop, bend and lift up to 20 pounds without assistance.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.