



BEATRICE
CITY • BOARD OF PUBLIC WORKS

CITY HALL

400 Ella Street | Beatrice, NE 68310
Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310
Phone: 402.228.5211 Fax: 402.223.5181

ADMINISTRATIVE ASSISTANT

GENERAL DUTIES

Serve as the general receptionist by assisting walk-in customers, answering phones, and taking messages. Provide administrative support to Building Inspector and City Engineer by receiving building permits, drafting letters, completing forms, receipting payments, and scheduling meetings and inspections. Will serve as Planning & Zoning Secretary and be required to attend meetings (one or two evenings a month).

SKILLS REQUIRED

- Effective oral and written communication skills.
- Good listening skills.
- Organizational skills.
- PC computer skills, highly skilled in the use of Microsoft Office programs, as well as the ability to learn additional computer programs.
- Good typing and data entry skills.
- Good customer/public relations.
- Aptitude to learn about building codes, Planning and Zoning rules, concepts, and terminology.

QUALIFICATIONS

- High school diploma or equivalent required.
- College degree or certificate in Office Management/Assistant/Professional preferred.
- Knowledge of building codes and/or Planning and Zoning preferred.

COMPENSATION

Hourly range for this position is \$13.39 to \$19.60 based on qualifications, plus benefits. The City of Beatrice offers the following benefits to its employees:

- Employer paid health insurance.
- Dental and eye care insurance.
- Vacation, personal, and medical leave.
- Retirement plan and deferred compensation plans.
- Life insurance and long term disability.
- Flex pay health reimbursement account.

APPLICATION PROCESS

Applications are available in the City Clerk's Office or online. Send application and resume to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

HIRING PROCESS

Applications will be screened for qualified candidates prior to scheduling interviews. Upon a conditional offer of employment, candidate may be required to complete a pre-employment background check and drug screening.

Applications must be received by 5:00 p.m. on July 1, 2016.