



## **RECEPTIONIST/SECRETARY**

### ***JASPER CITY HALL***

The City of Jasper seeks an outgoing, confident individual who truly enjoys working with the public as a full-time Receptionist/Secretary at City Hall. Basic responsibilities consist of representing the City of Jasper by greeting and assisting visitors at Jasper City Hall in a professional and friendly manner and directing them to proper department or person when information concerning City of Jasper business is requested. Answers the telephone, and through email, gives out routine information and routes calls to appropriate person or office. Ability to provide public information and/or maintain confidentiality of department information and records according to government requirements. Responsible for performing the sale of trash tag stickers and recycling bins. Responsible for the preparation of the volunteer fire department work schedule. Also calculates volunteer fire department time sheets and data. Assist as point of contact for troubleshooting telephone and associated network system issues. Assist departments with the City of Jasper website. Ability to learn quickly and retain the principles and practices of the City of Jasper. High school diploma or general education degree (GED) is required. Related office experience preferred. Working knowledge of standard office procedures and computer software application such as Microsoft office required. Multilingual abilities are preferred.

**Submit resume with cover letter of interest, qualifications, and references to:**

**PERSONNEL DIRECTOR**

**EOE #401**

**c/o City of Jasper**

**P.O. Box 29**

**Jasper, IN 47547-0029**

**or email to: [hra@jasperindiana.gov](mailto:hra@jasperindiana.gov)**

**An Equal Opportunity Employer**