



## **STREET DEPARTMENT**

### **Administrative Assistant**

The Jasper Street Department is seeking a knowledgeable individual to serve as Administrative Assistant to the Street Commissioner. The selected individual will play an important role with a wide variety of responsibilities including assisting the Street Commissioner in routine administrative duties of the Street Department, answer multi-line telephone system and 2-way radio system, receive visitors, perform computer entry and retrieval functions, prepare correspondence, purchase authorizations and reports, operate office equipment such as computer, calculator, fax and duplicating machines. The ideal candidate will be well-organized and able to work with little direct supervision. High school diploma or equivalent is required. Accuracy, attention to detail, and PC literacy is required. Microsoft Word and Excel experience preferred. Must possess strong communication skills, with a good command of the English language, both written and oral. Previous clerical experience preferred.

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

**PERSONNEL DIRECTOR**

**EOE #407**

**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