



City of Coolidge  
**Human Resources Department**

Promoting a Drug & Alcohol Free Workplace  
Equal Opportunity / Reasonable Accommodation Employer

## EMPLOYMENT OPPORTUNITY

### ADMINISTRATIVE ASSISTANT—Transit Department

**Full-time, FLSA non-exempt position**

**Salary: \$33,956 – \$50,934 Annualized**

**Opening Date: October 15, 2020**

**Closing Date: Open Until Filled**

**Job Posting: #CST20-003**

**Internal/External Posting**

An exciting opportunity is available for a career-minded individual as an Administrative Assistant. Under general supervision, this individual will perform and coordinate a variety of administrative functions for area of assignment for the City of Coolidge.

#### QUALIFICATIONS

##### Minimum

- High School Diploma or G.E.D., and two (2) years administrative experience **or** equivalent combination of education, training and experience. Must possess a valid Arizona Driver's License.

##### Desirable

- Experience in a municipal Government setting
- Experience with records management

#### RESPONSIBILITIES

Provides administrative support to department/area of assignment; performs a variety of clerical functions including preparing purchase orders and bid requests, processing check requests, and compiling usage charts. Processes and codes departmental invoices as required. Types and creates correspondence, memorandums, and departmental forms. Files and maintains departmental records and documentation. Answers incoming telephone calls; directs callers to appropriate parties and/or takes messages; responds to general inquiries and processes complaints. Greets and directs departmental visitors and vendors as required. Provides customer service to the public including preparing and processing departmental Agreements and forms. Schedules departmental meeting rooms, facilities and equipment usage, and/or off-duty security. Maintains employee records and personnel files. Coordinates the ordering of office supplies and equipment; maintains supply inventories. Liaises with other departments, vendors, contractors and outside agencies regarding departmental related matters. Assists with special projects; provides backup Assistance to other personnel as required.

#### APPLICATION PROCESS

To be considered for this exceptional career opportunity, please submit an application to the City of Coolidge Human Resources Department, 130 W. Central Avenue, Coolidge, AZ 85128-4804. **First review will be November 4, 2020.** For more information, please contact the Human Resources Department at (520) 723-6060 or visit [www.coolidgeaz.com](http://www.coolidgeaz.com).