



## **JOB ANNOUNCEMENT**

### **SECRETARY**

### **TEMPORARY FULL-TIME POSITION**

**Summary:** Under direction, the Secretary is responsible for performing general clerical and reception duties for the office. Normal job duties for this position will include, but are not limited to: serving as a receptionist for City Hall, answering telephones, taking messages and assisting visitors. The Secretary position may also assist in Municipal Court operations, including attending monthly court.

**Minimum Qualifications:** Must possess and maintain a valid Alabama driver's license and be insurable by the City's insurance provider. Must possess a high school diploma or equivalent. Must be willing to work overtime.

**Length of Position:** This is a temporary at-will, full-time position, working Monday through Friday from 8:00 a.m. to 4:30 p.m., to total 40 hours per week. This position is expected to be filled through mid-October 2022. The City of Spanish Fort reserves the right to alter the length of the position at its sole discretion and may end employment at any time.

**Rate of Pay:** The rate of pay for this position is \$12.93 per hour.

**How to Apply:** The City of Spanish Fort's application may be found at [www.cityofspanishfort.com/jobs](http://www.cityofspanishfort.com/jobs) or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd., Spanish Fort, Alabama 36527, Monday through Friday, 8:00 a.m. to 4:30 p.m. Applications may be mailed to the Spanish Fort Community Center, attention Nita Hall, 7361 Spanish Fort Blvd., Spanish Fort, Alabama 36527; delivered to the Spanish Fort Community Center in-person; or emailed to Administrative Assistant Nita Hall at [admin@cityofspanishfort.com](mailto:admin@cityofspanishfort.com). **APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED AND MAY CLOSE WITHOUT NOTICE.**

**The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.**

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A PARTICIPANT OF E-VERIFY**