



City of Asheville Job Postings
as of 12/9/2011 3:19:58 PM
P.O. Box 7148
Asheville, NC. 28802

Phone: (828) 259-5690
Fax: (828) 259-5479
www.ashevillenc.gov

Department: Parks & Recreation

Position: Secretary

Date Posted: 12/9/2011

Deadline: 12/16/2011

Weekly Hours: 20

Shift: Day

Salary: \$12.16

Full / Part Time: Temporary

Requirements This is a four month opportunity to supply additional part-time office support to our dynamic Parks, Recreation, and Cultural Arts department . Answer a busy, multi-line phone system and greet customers. Provide excellent service by delivering information or referring calls or guests to the subject matter experts. Schedule meetings and perform basic accounting, filing, and other special projects as assigned. Must be well-versed in the Microsoft Office Suite of products, have basic accounting skills, general knowledge of modern office practices and procedures, and be able to work with minimal supervision.

On-Call: No guaranteed hours, based on Department needs Temporary: Short term
Variable Shift: Days, P.M., or combination Variable Hours: Schedule subject to change

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ADA / EEO / AA Employer

Post Offer Drug Screen Required

Excellent Benefits