

Job Vacancy Announcement

Job Title: Administrative Assistant/Records and Media Coordinator

General Statement of Job

Salary Range: Up to \$29,650.00

Provides administrative assistance to the City Administrator. Under general supervision, performs routine to complex administrative, secretarial, and clerical work to support the Administrative, Human Resources, and Finance Departments. Maintains City's paper and electronic records in an organized and easily assessable manner. Files documents, retrieves documents, and uploads electronic files to the City's website. Helps to develop and implement content for the City's media platforms. Creates a strong online presence for the City. Maintains City Hall's bulletin boards with pertinent City and federal announcements for employees and the public. Supports and maintains communication within the City by responding to external and internal calls using high quality customer service. Reports to the City Administrator and Human Resources Director.

Requires a high school diploma supplemented by one to two years of general clerical/bookkeeping and related media experience, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Experience in multiple social media platforms. Strong communication skills. Must be able to type with accuracy.

Application for Position: Submit application/resume to sjackson@chester.sc.gov no later than **12 noon, August 6, 2021**. Application can be obtained online at www.chestersc.org and mailed or delivered to S. Jackson, City Administrator, 100 West End Street, Chester, S.C. 29706.

Position is subject to the following: Background Checks, Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical, and Psychological Testing.