



CITY OF TUSCUMBIA

“An Equal Opportunity Employer and participates in E-Verify.”

Department of City Clerk
116 E. 6th Street
Tuscumbia, AL 35674
(256)383-5463
www.cityoftuscumbia.org

INVITES APPLICATIONS FOR THE POSITION OF: **Administrative Assistant I**

SALARY: Administrative Assistant I - \$30,451.20 (\$14.64 per hour)
OPENING DATE: May 16, 2022
CLOSING DATE: Until Filled (posting will automatically be removed)

APPLICANT “MINIMUM” REQUIREMENTS

(See Job Description for Complete Listing of Duties & Requirements)

1. Applicant must be a citizen of the United States and age 18 or older.
2. Applicant must provide three letters of references with telephone numbers for each reference.
3. All applicants must provide a copy of diploma from a high school, GED or higher education if required.
4. All applicants are subject to background and credit checks. Must sign *“Personal Inquiry Waiver”* before a Notary Public.
5. The *“Questionnaire Form”* is to be answered in its entirety and signed by the applicant; no exceptions.

QUALIFICATIONS

Listed on Job Description

APPLICATIONS MUST BE RETURNED TO:

- City Clerk’s Office – Drop Box, 116 E. 6th Street, Tuscumbia, AL 35674, or
- Email Completed PDF to employment@cityoftuscumbia.org, or
- Mail Completed Application Packet to City of Tuscumbia, P. O. Box 29, Tuscumbia, AL 35674

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