

Administrative Assistant Position

The City of Mount Pleasant is accepting applications for a full-time Administrative Assistant at City Hall. Qualified candidates must have the following qualifications:

- Experience in general office operations
- Proficiency in Microsoft Office
- Strong computer and software skills
- Excellent communication and proofreading skills
- Basic knowledge of accounts payable/receivable
- Ability to learn new systems and work independently

Application and job description are available at City Hall, located at 307 East Monroe Street, and must be returned by 4:00 p.m. Friday, October 3, 2025. The City of Mount Pleasant is an EOE.

**City of Mount Pleasant
Employee Job Description**

DEPARTMENT: Clerk's Office

JOB TITLE: Administrative Assistant

REPORTS DIRECTLY TO: City Clerk

JOB SUMMARY: Perform clerical duties and related work as required to assist the City Clerk's Office and all other city offices as needed.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING: High School diploma or G.E.D.; strong computer skills, with the ability to troubleshoot, adapt quickly to new systems, and efficiently operate a wide range of software and digital tools; excellent verbal and written communication skills, with strong attention to detail for proofreading and reviewing documents; basic understanding of accounts payable & receivable.

JOB REQUIREMENTS: Answer phone calls and perform receptionist duties. Inform committees of agendas, type minutes, distribute and upload to internet. Provide typing for City Clerk's department using Microsoft Word; create Excel spreadsheets; enter and post invoices; prepare annual & FYE reports; keep city web site and social media updated; create and update city information brochures; purchases office supplies and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Answer phone calls for all city departments.
2. Strong computer and software skills.
3. Provide courteous and efficient service to the public.
4. Manage multiple tasks and priorities efficiently.

EQUIPMENT USED: phone, computer, web-based programs, social media sites, adobe, copy machine, scan, fax.

SALARY: \$20.00/hr.

ATTACH: COVER LETTER & RESUME