

## Administrative Assistant Position

The Hopkinsville Surface and Stormwater Utility has an opening for an Administrative Assistant. The position will require an individual who will be able to communicate, interact, and be responsive to the public. Candidates shall have problem solving capabilities and be a positive presence in the workplace. A general description of responsibilities will include, but not be limited to the following, typing, filing, answering the phone, ordering supplies, setting up meetings, taking minutes of meetings, and working with the public. Qualified candidates shall have at a minimum an Associate Degree, have prior experience as an Administrative Assistant, have excellent computer skills, and be attentive to details.

The position comes with a competitive salary and fringe package. The office hours are from 8:00 am to 4:30 pm, Monday thru Friday. Interested candidates should apply by submitting their resume, three (3) references and a cover letter to: Hopkinsville Surface and Stormwater Utility, c/o Administrative Assistant Search, PO Box 588, Hopkinsville, KY 42241-0588. The position is open until filled. The Hopkinsville Surface and Stormwater Utility is an Equal Opportunity Employer.