



City of Mount Rainier

One Municipal Place, Mount Rainier, MD 20712

Phone 301-985-6585 Fax 301-985-6595

Incorporated 1910

ADMINISTRATIVE ASSISTANT

Position Open Until Filled

The City of Mount Rainier is seeking a full-time Administrative Assistant to join the Department of Public Works. Responsibilities include performing a variety of skilled secretarial functions; providing administrative support to the Public Works Director and Assistant Director; answers telephone calls; receives complaints and requests for information; prepares correspondences, reports, budgets, and other documentation; updates and maintains the Department's records and files; coordinates assigned Public Works programs; and performs other related duties as assigned.

The City offers a competitive compensation and benefits package. Starting salary is \$36,594 - \$39,987. Salary is commensurate with experience, qualifications, and budget considerations.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent required. Associates Degree preferred. At least three years of administrative support or an equivalent combination of education and experience preferred. Applicants must successfully complete a drug screening and criminal background check.

The City is an Equal Opportunity Employer. Interested applicants should submit a completed Employment Application to the Mount Rainier Personnel Task Force by mail to "City Hall, One Municipal Place, Mount Rainier, MD 20712" or fax at (301) 985-6595, or by email at "ApplyJobs@MountRainierMD.org."