

The City of Falmouth is seeking to fill an **Administrative Assistant** position

Duties will include but are not limited to:

Serves as Administrative assistant to City Clerk and City Administrators, performs general clerical duties on a daily basis, assist in taking utility payments and balancing of cash drawers, Performs other office duties as necessary.

Physical Demand: work is performed in an office setting; employee is sometimes required to lift/and move up to 10lbs.

Education and Experience: High School diploma or GED- Experience: experience in office setting preferred, customer service, basic clerical skills, ability to learn Frey Software for utility billing, and accounting purposes.

Benefits: Starting pay will be based on experience and may start between \$16-\$25 per hour. 12 paid holidays, vacation and sick days after probationary period, employer paid health and life insurance, and state retirement. Other plans are available at employee cost.

Applications can be found on City of Falmouth website at www.cityoffalmouth.com or picked up at City of Falmouth 230 Main Street Falmouth, KY 41040 and will be taken through 4:00 PM 4-25.25

The City of Falmouth is an Equal Opportunity Employer.