



City of Texarkana, Arkansas Job Announcement

216 WALNUT STREET TEXARKANA, AR 71854
CITYOFTEXARKANAAR.COM - 870-779-4997 - SKYLAR.KRAUSE@TXKUSA.ORG

PUBLIC WORKS ADMINISTRATIVE ASSISTANT (FULL-TIME)

SUMMARY OF ESSENTIAL DUTIES:

Under the direction of the Assistant Public Works Director, coordinates and performs a variety of skilled secretarial functions; provides administrative support to the Public Works Director, Public Works Superintendent, Chief Building Official and other departmental personnel; issue building, plumbing, heat and air, street cut & electrical permits once review has been completed by Building Official, Fire Marshal, Planning and TWU; issue building permits for miscellaneous construction that does not need to be reviewed by Building Official (roof, minor repairs, siding, fence, portable buildings, etc.); issue Peddler's, Mobile Vendors, House Moving, Home Occupation, Billboard Sign, On Premise Sign, & Miscellaneous Permits; enter complaints and requests into the incident database from citizens for the street department and code enforcement; serves as back-up to Administrative Assistant II; performs other related duties as assigned or required.

POSITION SPECIFICATIONS:

Applicant must have High School diploma or equivalent. Experience with Microsoft Office products a must. Applicant must have four years administrative support experience or an equivalent combination of education and experience. Must have ability to communicate effectively, both orally and in writing.

SALARY: \$30,388.80-\$34,382.40

Applications will be accepted at Arkansas City Hall located at 216 Walnut St. **UNTIL THE POSITION IS FILLED.** They may also be faxed to (870) 330-0059 or emailed to skylar.krause@txkusa.org. Applications may also be submitted online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.