

# JOB POSTING

## City of Dora

### **Administrative Assistant**

#### **Part-time Position**

- General office work in city hall
- Assisting the mayor, city clerk, magistrate, and in any other areas as needed
- Microsoft Word, Excel, and QuickBooks experience preferred
- Averages 25 – 30 hours per week, Monday through Friday

Applications will be accepted from August 31, 2017, until September 12, 2017, at 4:30 PM. The City of Dora is an equal opportunity drug-free employer.

Submit to the City Clerk at Dora City Hall, 1485 Sharon Boulevard, Dora, AL 35062.

For more information contact the City Clerk at 205-648-3211.