



## **JOB ANNOUNCEMENT**

### **SECRETARY**

**Summary:** Under direction, the Secretary is responsible for performing general clerical and reception duties for the office. Normal job duties for this position will include, but should not be limited to: serving as receptionist for City Hall, answering telephones, taking messages and assisting visitors. The Secretary position also assists in Municipal Court operations including attending monthly court.

**Minimum Qualifications:** Must possess and maintain a valid Alabama driver's license and be insurable by the City's Insurance Provider. Must possess a high school diploma or equivalent. Must be willing to work overtime.

**Rate of Pay:** The salary range for this position is \$26,885.83 - \$42,981.04. Salary to be determined by qualifications and experience. The City of Spanish Fort offers excellent benefits to full time employees working a minimum of 40 hours per week including: Health and Dental Insurance for the individuals and assistance with family coverage, state retirement, sick and vacation leave, paid holidays and personal days.

**How to Apply:** The City of Spanish Fort's application may be found at [www.cityofspanishfort.com](http://www.cityofspanishfort.com) or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd, Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m. Applications may be mailed to the Spanish Fort Community Center, attention Nita Hall, 7361 Spanish Fort Blvd., Spanish Fort, Alabama 36527, delivered to the Spanish Fort Community Center in person, or emailed to Administrative Assistant Nita Hall at [admin@cityofspanishfort.com](mailto:admin@cityofspanishfort.com). **APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED AND MAY CLOSE WITHOUT NOTICE.**

The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.

**THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A PARTICIPANT OF E-VERIFY**