



NEW BERN

NORTH CAROLINA

303 First Street, P.O. Box 1129

New Bern, NC 28563

(252) 639-7571

(252) 639-7577

REVISED DEADLINE

THE CITY OF NEW BERN IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:

OFFICE ASSISTANT III: Performs clerical tasks in the Services Division of the Police Department. Answers telephone and directs incoming calls; types variety of correspondence, memos, reports, agendas, meeting minutes, and other materials; sorts and files various records; inputs department information into computer system; maintains records and generates reports; assists during special projects; coordinates and assists with processing accounts receivable, collections, accounts payable, payroll, purchasing, budgetary and other financial data; performs calculations and posts to statistical and other records applying knowledge of regulations; and performs related tasks as required. Thorough knowledge of standard office procedures and equipment; ability to file accurately; ability to type 45 words per minute (typing test required); must be able to handle confidential information in a professional manner. **Any combination of education and experience equivalent to graduation from high school and considerable experience in administrative support and office operations. Pay range: \$28,973 - \$47,153. Excellent benefits.**

APPLICATION DEADLINE: FRIDAY, MARCH 16, 2018 AT 5:00 PM

IF INTERESTED IN THIS POSITION YOU MUST APPLY AT THE NC WORKS CAREER CENTER, 2836 NEUSE BLVD., NEW BERN, NC 28560 BY THE DEADLINE DATE. THE CITY OF NEW BERN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN OR DISABILITY IN EMPLOYMENT DECISIONS OR PROVISION OF SERVICES.

Everything comes together here.