

Part-Time Weekend Clerk

The City of Holly Springs is accepting applications to fill the position of Part-Time Weekend Clerk.

Position Summary

The purpose of this position is to perform a wide variety of clerical, secretarial and administrative services for the Police Department.

Responsibilities

- Answer incoming calls and route callers or provide information as required
- Greet the public and answer questions
- Respond to inquiries from employees, citizens and others
- Refer questions to appropriate employees, as needed
- Operate office equipment, including communications and dictation equipment
- Receive and distribute all incoming mail
- Process outgoing mail
- Monitor and maintain office supplies
- Deal with others in a professional manner
- Communicate effectively with residents, elected officials and city officials both orally and written
- Use of multi-line telephone system
- Ability to maintain confidentiality
- Perform other duties as directed

Requirements/Knowledge

- High school diploma or GED required
- Two (2) years of responsible experience in administrative/office support or any equivalent combination of related education and experience
- Handle stressful situations
- Adapt to different situations in emergencies or in community relations situations
- Maintain confidentiality

Interested candidates should complete a Police Department Employment Application. Applications are available for online submission or print at www.hollyspringsms.gov. Applications should be mailed to:

City of Holly Springs
Human Resources Department
160 S. Memphis St. Holly
Springs, MS 38635

THE CITY OF HOLLY SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER

