



The City of Martin, Public Works Department, is
accepting applications for
Full-time position:
Administrative Assistant

Duties will include providing administrative and secretarial support for the Public Works Director and Assistant Public Works Director and other Public Works personnel.

Minimum Qualifications:

- High School Diploma or equivalent
- Possess a valid Tennessee Driver's license
- Good Communication Skills
- Knowledge of modern office practice and procedures
- Knowledge of department accounting processes

Hourly rate: \$10.00 / hour.

Benefit Package: City of Martin Health Insurance, Blue Cross Blue Shield Vision, Delta Dental of Tennessee Dental, Dearborn Life Insurance & TCRS Retirement Benefits.

Applications can be obtained at the City of Martin Municipal Building or may be obtained on City of Martin website at www.cityofmartin.net. Resumes not accepted without a completed application. Deadline for submitting applications is 5:00 PM Monday, December 10, 2018. Mail applications to:

City of Martin
Attn: Human Resources Department.
109 University Street
Martin, TN 38237

The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.