



Robbins A. Radley  
Chief Marshal

Dispatch (928) 875-9170

## Town of Colorado City Notice of Employment Opportunity

### Administrative Assistant

#### Overview

The Town of Colorado City is currently accepting applications/resumes to hire an Administrative Assistant. The ideal candidate is an experienced professional that has excellent communication and interpersonal skills and is able to develop strong positive relationships. Candidates should have a reputation for honesty, accessibility, flexibility, and responsiveness. Colorado City is seeking candidates who value teamwork, and desire a professional and collaborative work environment.

#### Job Duties

Compile and organize data and background material and prepare a variety of statistical, operational and special project reports. Organize and maintain filing systems; maintain inventory records and handle and maintain sensitive and confidential information and records. Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain electronic storage and filing. Will be required to learn and operate our CAD system and evidence system. Maintain calendars and schedules of activities, meetings and various events; set meetings and appointments; coordinate activities with the Police Department, the public, and outside agencies; coordinate travel arrangements; ensure that meeting facilities are prepared. May act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures, regulations, and respond to and resolve routine complaints and issues. Perform related duties as assigned.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is illustrative only and does not constitute an employment agreement between the employer and employee. This position is FLSA non-exempt.

#### Starting Wage

\$13.00- \$16.00

#### Minimum Qualifications

- At least 18 years of age
- High school diploma or equal
- Right to work in the United States
- Typing/ Computer Skills
- No felony convictions- will undergo a background check and drug testing upon hire

#### How to apply

Applications are available online or at the Town of Colorado City office, 25 South Central Street, Colorado City, AZ 86021, or may be requested from the Town Clerk at 928-875-9160 or [clerk@tocc.us](mailto:clerk@tocc.us). In addition to the application, a cover letter, resume or other supporting documentation is required. Applications should be submitted to the Town Clerk either by email at or at the City Office by 5 p.m. March 31, 2022.

THE TOWN OF COLORADO CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.