



Job Opening

Administrative Assistant

The City of Peculiar is seeking applicants for a full-time Administrative Assistant. This position will be responsible for performing diversified clerical duties within various City Departments in a professional manner.

Qualifications: Ability to write reports and business correspondences. Ability to effectively present information and respond to questions from clients, customers and the general public. To perform this job successfully, an individual should have a working knowledge of all Microsoft Operating software (Word, PowerPoint, and Excel). A High school diploma or general education degree (GED); 3+ years office setting experience and/or training; or equivalent combination of education and experience. This position starts at \$12.05 per hour. Applications are available on our website at www.cityofpeculiar.org or picked up at City Hall. Please send your resumes and applications to City of Peculiar, 250 S. Main St. Peculiar, MO 64078. Attn: Human Resources, by 5pm December 15, 2015. City of Peculiar is an Equal Opportunity Employer and an E Verify Employer.