**Administrative Assistant I – Bureau of Codes**

The City of Harrisburg is accepting applications for the position of Administrative Assistant I in the Department of Public Safety, Bureau of Codes. This position performs responsible clerical and administrative duties involving the study and application of administrative systems, databases, policies, procedures and communications with the public. This individual reports to the Codes Administrator or his/her designee.

**Qualifications**

High school diploma or equivalent. One year of experience as a Secretary II or four years of progressive experience in clerical work, or, any acceptable combination of experience and training which provides the required knowledge, skills and abilities. Ability to type 25 words or more a minute, with 85 % accuracy. Must be certified or possess the ability to pass the proficiency test to become certified in the operation of Microsoft Office Suite products at the time of appointment. Valid Pennsylvania Driver’s License, Class C, or equivalent.

**Compensation & Benefits**

The City of Harrisburg offers an annual salary $45,311.70 This full-time FSLA position also includes an excellent benefits package: defined pension plan, paid holidays, paid time off (vacation, sick and personal time) and health care benefits (medical, dental, prescription and vision).

This position will remain open until filled.  If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center

10 N. 2nd Street, Harrisburg, PA 17101

Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Wanda R. D. Williams, Mayor