



CLERICAL ASSOCIATE I

The City of Altoona is seeking qualified applicants for the position of Clerical Associate I. This position provides clerical and administrative support to the City's Engineering Department. The successful candidate will perform a variety of routine and complex clerical and administrative functions, and requires a self-starter who can work effectively with others. The candidate must also be able to exercise sound independent judgment and discretion in handling day-to-day issues and contacts with the general public. The preferred candidates will have at least two years of successful experience providing administrative support in a dynamic office environment, including being proficient in the use of office equipment and computer software programs.

Qualified applicants should submit a resume, cover letter, and three (3) professional references to: Human Resources Department, City of Altoona, Suite 400, 1301 12th Street, Altoona, PA 16601, or email hr@altoonapa.gov.

The City of Altoona offers a comprehensive compensation package including a competitive salary; health, dental, vision, and life insurance; paid time off; and retirement options.

THE CITY OF ALTOONA IS AN EQUAL OPPORTUNITY EMPLOYER.