



City of Auburn
Administrative Assistant to Health and Social Services Manager

The City of Auburn is seeking a part-time Administrative Assistant to the Health and Social Services Manager to perform a variety of administrative and case work tasks to support General Assistance functions. Duties will include: answering client questions via telephone or in person, scheduling appointments, meeting with general assistance clients, processing applications, determining eligibility for program assistance, making final decisions, providing information to community social service agencies, maintaining client records, preparing accounts payables, and performing a variety of other administrative and clerical tasks in support of the Health and Social Services Office.

Successful candidate must have excellent customer service skills, computer skills including Microsoft Office, communication skills, problem-solving skills, and the ability to work with individuals from diverse backgrounds. Prior work experience in social services field preferred. Bilingual candidates in French or Spanish a plus. Successful candidate must be highly motivated, self-directed and organized. The position is 20 hours per week, which can be flexible, with an occasional schedule change in order to attend trainings and seminars.

Pay range is \$18.26 to \$24.18/hr depending on experience and qualifications. The City of Auburn provides a competitive benefits package including health insurance, life insurance, retirement plan, vacation, sick and holidays. Send cover letter, resume, and at least three references to: Christine Mumau, Human Resources Director, City of Auburn, 60 Court Street, Auburn, ME 04210, Tel. 207-333-6601 ext 1416, Fax # 207-333-6621, e-mail at cmumau@auburnmaine.gov.

Review of resumes will take place immediately and will continue until the position is filled.

The City of Auburn is an Equal Opportunity Employer