



Beginning March 3, 2025, the City of Loxley will begin taking applications to fill a job vacancy in the Public Works and Utilities Department for an Administrative Assistant.

JOB SUMMARY:

This position performs professional level work assisting the Public Works & Utilities Department in the administration of projects and processes, performs administrative support duties as well as technical duties requiring considerable proficiency and accuracy; demonstrates strong customer service skills.

QUALIFICATIONS:

- High School Diploma or GED
- Must have 2 years' prior experience in administrative assistant activities
- Knowledge of internet software, Microsoft Excel, and/or Access, Word Processing, and Power Point.

Salary:

Pay Grade: G03

The hiring rate depends on experience.

Applications may be picked up at Loxley City Hall, 1089 S. Hickory Street, Loxley, AL 36551 or submitted at loxleypud@cityofloxley.com.

The City of Loxley is a Drug-Free Workplace, and all applicants will be subject to drug/alcohol testing in accordance with the Alabama Drug-Free Workplace Policy.