



CITY OF SNELLVILLE
VACANCY ANNOUNCEMENT

Staff Assistant – Public Works

Starting Salary Range: \$36,599.00 - \$39,413.00

APPLICATIONS WILL BE RECEIVED UNTIL: August 14, 2026 and thereafter until position filled

DUTIES: This full-time position consists of skilled administrative support supporting the Public Works Department with a focus on assisting in the coordination and processing of work orders; records management and reporting; and customer service and processing payments related to sanitation services. Duties vary from routine to complex tasks and involve computer entry, record-keeping, coordination of service requests from other departments, and performing a variety of clerical assignments. Work is performed independently under the general supervision of the Public Works Director.

MINIMUM REQUIREMENTS: High School diploma or equivalent. Some college is desirable. Considerable experience in performing related administrative support work. Any equivalent combination of education and experience is acceptable. Good knowledge of business English, spelling and arithmetic. Good knowledge of modern office practices, methods and standard procedures. Excellent oral and written communication skills. Ability to deal tactfully and courteously with the general public, customers, contractors and City employees regarding service complaints and problems. Skill in performing computer data entry, and basic mathematical skills. Microsoft Office proficiency. Experience handling cash and processing payments is preferred. Possess valid Georgia Driver's license and a good motor vehicle record.

HIRING PROCESS: The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, a clean driving history check and successful completion of a post-offer, pre-employment drug screening.

APPLICATIONS CAN BE FILED AT:
City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078
or online at www.snellville.gov

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: July 29, 2026