

The City of Piedmont is accepting applications until Monday, February 29, 2016 for the position of Administrative Assistant in the Community Development department. This position is responsible for providing office support to the Community Development Director and department. Will be processing Business and Contractors License, Permits, request for Code Enforcement, Inspection requests and preparing monthly reports. Must be experienced with Microsoft Office. Three to five years clerical and office experience preferred.

Pay negotiable depending upon experience and good benefits provided. Apply to the Civic Center, P.O. Box 240, Piedmont, OK 73078 or send resume to [nancya@piedmont-ok.gov](mailto:nancya@piedmont-ok.gov). EEO