



JOB NOTICE

Administrative Assistant

April 16, 2021

The City of Liberty, SC is seeking to fill the position of Administrative Assistant. The Administrative Assistant assists the City Administrator and City Hall Staff in many capacities to perform the administrative functions of the City including, but not limited to, the business license and hospitality tax functions.

The position is a full time, non-exempt position with full City benefits with the pay being dependent upon qualifications. The normal work schedule is 8:00am – 5pm, Monday through Friday.

The job application is available online at www.libertysc.com/employment. Applications must be filled out completely and submitted via email to bevilsizor@libertysc.com. Resumes, reference letters, transcripts, or any other related documents may be emailed to bevilsizor@libertysc.com once a completed application has been submitted.

Applications will be accepted until the position is filled.

The City of Liberty is an equal opportunity employer. The City of Liberty does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.