Senior Administrative Assistant

The City of Leesburg is accepting applications for the position of Senior Administrative Assistant. The City of Leesburg is an equal opportunity Employer. Under general direction of the City Manager, this position is responsible to perform administrative work associated with providing support and processing information/documentation relating to Departments and City Manager requirements. The salary range is $34,544.53 to $53,544.00. Minimum qualification requires a high school diploma; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and /or training that includes office administration. More information is available on our website [www.cityofleesburgga.com](http://www.cityofleesburgga.com). Send Resumes to City of Leesburg, P.O. Box 890, Leesburg, GA 31763 or email to [bob.alexander@cityofleesburgga.com](mailto:bob.alexander@cityofleesburgga.com).