

# PLANNING & DEVELOPMENT CLERK

CITY OF BAY MINETTE,  
ALABAMA

**JOIN OUR  
TEAM**

The City of Bay Minette is accepting applications for a full-time Planning & Development Clerk.

- This position requires high school diploma or GED, preferably supplemented by two years of college coursework in business administration, accounting, secretarial science, or a related field.
- A minimum of two years of administrative assistant experience is required, preferably including or supplemented by experience working in a governmental environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be proficient in Microsoft Office products, to include Outlook, Word, PowerPoint, and Excel.



**Rate of pay begins at \$16.63/hour,  
depending on experience.**

**\*\*\* Benefits \*\*\***

**2 Weeks Vacation Per Year  
2 Weeks Sick Leave Per Year  
(accrued by pay period)**

**14 Paid Holidays**

**Retirement Systems of Alabama (RSA)**

**BC/BS Medical Insurance**

**Delta Dental Insurance**

**Life Insurance**

**AirMed Air Transportation Coverage**

**Employee Wellness Program/Clinic**

**VSP Vision Insurance Available**

**Pool Membership**

**Employee Discount on Holly Hills Membership  
and more!**

For More Information about the  
City of Bay Minette, visit us at  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)

For information about the north Baldwin area, visit  
the North Baldwin Chamber of Commerce at  
[northbaldwinchamber.com](http://northbaldwinchamber.com).

## APPLY ONLINE

[HTTPS://CITYOFBAYMINETTEAL.  
GOV/BAY-MINETTE/CAREERS](https://cityofbayminetteal.gov/bay-minette/careers)

## OR IN PERSON

CITY OF BAY MINETTE  
301 D'OLIVE STREET  
BAY MINETTE, ALABAMA 36507

## QUESTIONS?

CALL SHEMEIKA BROCK  
HUMAN RESOURCES MANAGER  
251-580-1605