



Job Posting

Job Title: Part-Time Administrative Assistant

Job Description: The Administrative Assistant performs administrative duties and clerical functions as assigned in support of all operational aspects of the Administration Department. Ideal candidates for this role must be detail oriented, with strong writing and verbal skills. Responsibilities include (but not limited to) answering the telephone and greeting visitors; organize and file various records; assist with other office duties including billing, collections, customer payments and reports as needed. Performs other duties as assigned.

Required 20 hours a week.

Abilities: Ability to organize and accurately record data; ability to apply established procedures to receive and post payments and in responding to inquiries about utility accounts; ability to make simple mathematical calculations; ability to communicate effectively both verbally and in writing.

Bilingual (Spanish speaking) preferred.

Education: Minimum high school graduate or GED.

Experience: A minimum of one year experience in customer service function, bookkeeping or cash collection activities.

Interested parties should complete an application and return to City Hall.