



## The City of Avalon

### Is Currently Developing a Hiring List for Position of

#### Part Time Administrative Assistant – Administration & Public Works

##### Scope

- Performs a wide variety of routine and complex office, clerical and administrative support tasks and duties, including organizing and coordinating work; sets priorities and meets deadlines.
- Assists the public by answering multi-line telephones and receiving visitors at the counter; listens to and receives complaints; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; represents the City to all callers and visitors in a professional and customer friendly manner.
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, including complex correspondence, announcements, and memos.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.

**How to Apply:** Applications may be obtained from the Finance Department at Avalon City Hall. All applications must be turned in by Monday, August 3, 2015 by 4:00 p.m. All applications should show educations and experience relevant to the position, incomplete applications will be rejected.

**Selection Procedure:** Applicants will be screened and those candidates possessing the most relevant experience will be invited to participate in an oral interview.

Note: Part Time Non Benefited Position

City of Avalon is an equal opportunity employer.

Part Time Employee Schedule Range 23 Step 1 \$19.533 Step 5 \$23.743