City of Avalon Finance Department

Is now developing a hiring list for the position of

Seasonal Staff Assistant

Definition:

Under general supervision, performs a variety of clerical duties in support of an assigned function; assists the public at the counter and on the phone with City policies, complaints and questions; collecting fees and maintaining files and records for all assigned programs; prepares a variety of correspondence; performs a wide variety of duties for both the City's Administration and Recreation departments, including planning, promotion, and implementation of programs and activities; and performs other related duties as required. Applicant must be available to work holidays, some evenings and weekends.

How to Apply: Applications may be obtained from the Finance Department at City Hall. All applications must be turned in by Wednesday, June 12, 2013 by 4:00 pm. This position is a part time seasonal position. All applications should show educations and experience relevant to the position, incomplete applications will be rejected. A valid Class C California driver's license is required.

Selection Procedure: Applicants will be screened and those candidates possessing the most relevant experience will be invited to participate in an oral interview on Friday, June 14, 2013.

City of Avalon is an equal opportunity employer.

Rate $11.477 per hour