CITY OF DELTA JUNCTION

PART-TIME ADMINISTRATIVE ASSISTANT

20 - 25 hours per week at City Hall, $14.25 to 19.00 per hour, depending on experience; partial leave acquired. Hours and days may vary, based on the needs of the City.

Duties:

* Receptionist (both counter and phone)
* Train as Passport Agent (must possess required qualifications)
* Train as Notary Public
* Word processor
* May assist with letter writing
* Deal with telephone and email inquiries
* Create and maintain filing systems
* Help prepare for scheduled meetings, occasionally covering City Clerk duties, to

    include attending meetings and transcribing minutes

* Keep office calendar and arrange appointments
* Organize travel for staff and City Council
* Oversee supplies management and ordering
* Schedule use of City facilities (Community Center/Park/Meeting rooms)
* Be the contact for Federal, State and local agencies, as needed
* Maintain confidentiality and use independent judgement
* Assist with special projects, as needed
* Share general information with the public
* Other duties as assigned

Applications available at City Hall, 2288 Deborah Street, from 8:00 a.m. to 5:00 p.m. Monday - Thursday and 8:00 a.m. to 4:30 p.m. Friday. Applications due in by 4:30 p.m., May 26, 2017. For successful applicants, new hires must comply with the City of Delta Junction drug/alcohol screening policy.