



# SAN RAFAEL

THE CITY WITH A MISSION

## Clerical Temp – Community Services

\$20.50 - \$25.60 per hour – depending upon experience

Temporary/Part-Time/No Benefits

**OPEN UNTIL FILLED:** *Apply by Sunday, June 9, 2019, for first consideration*

### **THE POSITION:**

The Community Services Department is looking to fill one temporary (part-time/20 hours per week) clerical position at the San Rafael Community Center. Specific needs of this department are to have a candidate with exceptional communication skills, ability to deal directly with the public and work with diverse populations.

**Bilingual is preferred but not required.**

### **This position performs the following essential job duties:**

- Provides clerical support to the Community Services Department
- Record keeping
- Filing
- Greeting customers
- Answering telephones
- Registering clients for classes
- Entering facility reservations
- Performs related duties as required.

### **To be eligible for this position you must have knowledge of:**

- Microsoft Office
- Standard office administrative practices and procedures
- Operation of common office equipment

### **To be eligible for this position you must have the ability to:**

- Prepare and maintain records and files.
- Perform clerical work & administrative tasks.
- Understand and follow oral and written directions.
- Answer telephones courteously and efficiently.
- Performing routine clerical duties.
- Operate computer software.

### **EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent **AND**
- Two (2) years related experience and/or training **OR**
- Equivalent combination of education and experience
- Bilingual is preferred

### **APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to apply for this position: <https://www.calopps.org/san-rafael/job-19863709>