



SAN RAFAEL

THE CITY WITH A MISSION

Office Aide

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

Two Positions - Temporary/Part-Time/No Benefits

APPLICATION DEADLINE: *Apply by Friday, April 30, 2021, for first consideration*

THE POSITION:

The Library and Recreation Department is looking to fill two part-time temporary clerical positions (20 hours each). Specific needs of this department are candidates with exceptional communication skills, ability to deal directly with the public and work with diverse populations. Bilingual is preferred.

This position performs the following essential job duties:

- Providing clerical support to the Library and Recreation 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 and in person customer inquiries courteously and efficiently.
- Perform 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. Select "Member Agencies". Select "San Rafael". Follow this link to apply: <https://www.calopps.org/san-rafael/job-20106823>