



EMPLOYMENT OPPORTUNITY Work Experience- Clerical Finance Department

- Position:** Work Experience – Clerical
Finance Department
- Salary Range:** \$12/hr; 2 days a week minimum
Part-Time, Temporary Non-Benefited position
- Schedule:** Mondays through Fridays
Approximately 4-10 hours per week
- Closing Date:** Open Until Filled

The Position: The Campbell Finance Department seeks an individual to assist with a variety of daily support tasks and clerical duties within the department under general supervision of department staff.

Responsibilities:

- Answers inquiries and provides information to interested parties
- Provide a high level of customer service while handling routine inquiries and requests
- Operates a variety of office equipment including personal computer
- Maintain effective communication and working relationships with those contacted in the course of work
- Maintain accurate and organized program files and records
- Follow City and Department guidelines and policies
- Meet the public with courtesy and tact
- Support internal mail distribution
- Organizing and filing documents
- Scanning documents
- Assist with office supply inventory
- Perform other duties as assigned

Qualifications:

- Must be enrolled in high school grades 11 or 12
- Proficient with Microsoft Word, Excel and PowerPoint
- Ability to complete assignments
- Ability to follow oral and written instructions and communicate effectively

Selection Process:

The most qualified applicants as determined by initial screening of applications will be invited to participate in an interview. Selections will be made from the results of the interview, practical and references. Selection is contingent on a pre-employment fingerprinted background check.

How To Apply:

Applications will be accepted on an ongoing basis until the positions are filled. Apply online at www.calopps.org OR submit the below materials to Kimit@campbellca.gov

City of Campbell Employment Application - Available at www.cityofcampbell.com/hr or at Human Resources, 70 N. First Street, Campbell, CA 95008 (City Hall, Upper Level).

The City of Campbell is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Campbell upon submittal of application. Documentation of the need for accommodation must accompany the request.