

**NORTH TEMPE MULTI-GENERATIONAL CENTER**  
**ADMINISTRATIVE CLERK**

**Opening Date:** October 30, 2009

**Closing Date:** Applications will be accepted until the needs of the City are met.

**Hourly Wage:** \$8.50 hour

**Hours:** Various shifts. Monday through Thursday from 4:30 p.m. - 9 p.m., Friday from 3:30 p.m. - 8 p.m. and 7 a.m. - 4 p.m., Saturdays from 9:30 a.m. - 5 p.m. and Sundays from 12:30 - 6 p.m. Schedule will vary from 10-20 hours per week.

**Minimum Qualifications:** Requires customer service experience and possess computer skills i.e. word, excel; and the equivalent to completion of the 12<sup>th</sup> grade.

- Provide customer service
- Communicate clearly and concisely, both orally and in writing
- Able to follow established policies and procedures
- Able to understand and carry out oral and written directions
- Able to establish and maintain cooperative working relationships with public and staff
- Current First Aid/CPR certification is desirable

**Essential Job Functions:**

- Answer multi-line phone
- Serve the public by providing information concerning the facilities, programs and policies
- Enter date and program registration information into computer
- Set up rooms: Lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Assist with facility projects
- Attend monthly staff meetings

Download application at [http://www.tempe.gov/northtempe/Parttime\\_Application.pdf](http://www.tempe.gov/northtempe/Parttime_Application.pdf)

Or

Pick up applications at  
North Tempe Multi-Generational Center  
1555 North Bridalwreath Street  
Tempe, AZ 85281  
480-858-6500