

NORTH TEMPE MULTI-GENERATIONAL CENTER
ADMINISTRATIVE CLERK

Opening Date: August 25, 2011

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. 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 12th 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

Or

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