



Employment Opportunity



City of Livingston

Office Assistant I Part-Time Salary: \$16.00 - \$19.45 Hourly

Filing Deadline: Continuous Recruitment open until filled

Overview:

The City of Livingston is actively seeking a qualified candidate for the Office Assistant I Part-Time position. The primary responsibility of this position will be to provide general clerical/administrative support to the Executive Assistant/Deputy City Clerk. This position will be performing a variety of clerical tasks to include; filing, answering phones, processing mail, setting up meetings and computer support using Microsoft Word and Excel programs.

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of general clerical duties in support of an assigned office or program.
- Answer telephones and greet the public courteously.
- Learn department or program objectives, policies, procedures and goals.
- Type or input data at 35 words per minute from clear copy.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year of general clerical experience.

Work Environment:

- Indoor/Office environment.
- Fast-paced work environment with changing priorities

How to apply:

Employment applications can be downloaded at:

[Employment Application | Livingston CA \(cityoflivingston.org\)](#) or picked up at City Hall Monday thru Friday from 8:00am to 4:30pm at 1416 C St., Livingston, CA 95334.

To be considered please submit a City of Livingston employment application by the deadline date by email to: acruz@livingstoncity.com in person, or by mail to City of Livingston 1416 C Street., Livingston, CA 95334.

Go to our website [Job Openings | Livingston CA \(cityoflivingston.org\)](#) to learn more about the position.

Direct questions to Arcelia Cruz at 209-394-8041 ext. 114 EEO/AAE