

JOB TITLE: Temporary Part-Time Administrative Assistant

SUMMARY: Employee will assist the City Clerk-Treasurer and City Administrator offices with a broad range of clerical and accounting tasks. This is a part-time (approx. 30 hrs/week) position with no benefits. Position starts approximately mid-October, 2019.

DUTIES: Essential duties and responsibilities include the following. **Other duties may be assigned.**

- Operates a variety of office equipment such as a copier, fax machine and computer.
- Under direct supervision of the City Administrator.
- Performs general accounting duties as assigned.
- Performs clerical tasks required in preparation of routine correspondence and reports.
- Screens, refers or responds to telephone inquiries.
- Greets visitors and answers routine customer questions.
- Handles incoming and outgoing mail.
- Maintains files and record systems.
- Performs basic computer applications including word processing and spreadsheets. Should be proficient in Microsoft Office Suite.
- Ability to learn government accounting software, specifically, Caselle.
- Provides general support to the Main Street Program.
- Maintains regular and predictable attendance.

HOW TO APPLY:

A job description is available at cityofvictor.com under Public Notices. If you are interested in applying for this position, please submit a cover letter and resume by email to gthurston@cityofvictor.com or to City Hall (500 Victor Ave, P.O. Box 86, Victor, CO 80860) by **4 pm, Thursday, September 26th, 2019**. Questions regarding this position should be directed to City Administrator Deb Downs at 719-689-5641 through September 26th, 2019.

The City of Victor is an Equal Opportunity and Affirmative Action Employer and supports a Drug Free Workplace. This employment opportunity is open to all persons without regard to race, color, religion, age, sex, marital status, veteran's status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.