



Part-time Office/Administrative I or II

Definition:

Under general supervision, performs a variety of general clerical work assisting the assigned department in the performance of clerical duties. Performs related responsibilities as required.

Hourly Office/Administrative I: This is the entry-level class in the Hourly Office/Administrative series. Responsibilities include a variety of record keeping, administrative, and clerical work, etc.

Hourly Office/Administrative II: This is the journey-level class in the Hourly Office/Administrative series. Responsibilities include a variety of record keeping, administrative, and clerical work etc. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise.

Experience/Education Requirements:

Hourly Office/Administrative I: Six (6) months of varied clerical and customer support experience, preferably involving some public contact; minimum: graduation from high

Hourly Office/Administrative II: One (1) year of increasingly responsible administrative, clerical and/or accounting experience equivalent to an Office/Administrative I in a similar field and college level administrative, business and/or recordkeeping courses; minimum: graduation from high school or GED.

Licenses and Certifications:

- Possession of a valid and appropriate California's driver's license.
- Typing Certificate (40 wpm)

Office/Administrative I Salary: \$16.00 per hour

Office/Administrative II Salary: \$17.00 per hour

Apply online now!

<https://cityofexeter.com/departments/administration/human-resources/apply-for-a-job/>

The deadline to apply is Friday, August 02, 2024 at 5:00 PM.