



**CITY OF MAYWOOD**  
**4319 E. Slauson Ave, Maywood, CA 90270**  
**Tel: (323) 562-5700 Fax: (323) 773-2806**

## **OFFICE ASSISTANT**

**Salary: \$20.00 an hour**

**Open Until Filled**

### **POSITION AND DUTIES:**

This position will perform various complex clerical assignments to support the needs of Administrative staff and other areas of operations. Some of the duties are typing various materials such as forms, reports and correspondence some of which might be sensitive in nature; provide customer service over the phone and incoming public; perform various Human Resources tasks as needed ; assists City Clerk in compiling Public Records Requests; compile and maintain numerous records and logs; assist with the preparation and distribution of board packets; alpha and numerical filing; track and manage existing and/or ongoing projects with deadlines; fax, photocopy and scan various materials; order and stock office supplies and perform other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to operate standard office equipments, including but not limited to: computers, telephone systems, camera, calculators, copiers, and facsimile machines. Establish and maintain effective working relationships with employees, supervisors and the general public.

### **QUALIFICATIONS:**

Knowledge of MS Word/Excel/Outlook/PowerPoint/Publisher  
Bilingual Desirable  
Some Management Skills

### **DEADLINE:**

Open until filled

### **SALARY and SCHEDULE:**

\$20.00 per hour; Monday – Friday, from 8:00 am – 5:00 pm

### **BENEFITS:**

PERS 2% at 55 (2% at 62 for new members); Medical, Dental and Vision insurance coverage for employee and all eligible dependents – 100% paid by the City; paid vacation, sick and holidays.

### **APPLICATION PROCESS:**

A fully completed City application and a resumé must be submitted to the City of Maywood. No facsimiles or resúmes will be accepted in lieu of a completed City application.

**An Equal Opportunity Employer**