

**Part-Time
Administrative Assistant**
(\$20.61- \$25.06/hr.)
Final Filing Date: Apply Immediately

The Position

The current opening is in the City Manager's Office. The primary responsibility is to provide clerical support to the Administration Department, as well as customer service over the phone and in person to Bellflower residents, the public, City Council, City departments, and other governmental organizations. The preferred work schedule is Monday through Friday from 9:00 a.m. to 2:00 p.m. with the availability to work Monday through Friday between the hours of 8:00 a.m. and 5:30 p.m., when needed.

Duties may include: Operate a variety of modern office equipment including copiers, computers and printers to enter and retrieve data and produce various documents and reports. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Interpret and apply the laws, codes, and regulations pertaining to assigned programs and functions. Serve as initial contact/resource person for the assigned office; screen calls, visitors, and mail; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, City staff, representatives of other organizations, and others; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate City staff; ensure follow up to unanswered inquiries. Complete job description available upon request.

The Ideal Candidate

- Should be able to deal effectively and courteously with the public, maintain working relationships with co-workers, and work cooperatively with administrators, other City departments, and elected officials of the City and other governmental organizations.
- Should be detail oriented and able to perform responsible and difficult secretarial and administrative work.
- Should be able to schedule and coordinate projects; set priorities; and adapt to changing priorities.
- Should possess skill in correct English usage, spelling, vocabulary, grammar, and punctuation and communicate clearly and concisely, both orally and in writing.
- Should possess knowledge of Microsoft Word and Excel, as well as be willing and able to learn additional computer programs specific to the City and the Department.
- Must be able to maintain confidentiality at all times.

Education and Experience

High School diploma, or equivalent; three years of recent responsible clerical experience, and general knowledge of modern office practices and procedures; and type at a corrected rate of 50 words per minute (**typing certificate stating corrected typing rate must be provided along with the application**). Must possess and maintain a valid California Driver License.

Application Procedure

A City of Bellflower application must be submitted along with an original, current typing certificate, and a copy of your high school diploma or GED. Obtain applications and information from City of Bellflower, 16600 Civic Center Drive, Bellflower, California 90706-5494, telephone (562) 804-1424, ext. 2299, 8:00 a.m. to 5:30 p.m., Monday through Thursday and alternating Fridays, or on the job hotline 24 hours a day at (562) 804-1424 ext 2299, or at our website at www.bellflower.org