

CITY OF INGLEWOOD
Human Resources Department
One West Manchester Boulevard • Inglewood, CA • 90301 • Ph (310) 412-5460
Website: www.cityofinglewood.org
Email: human_resources@cityofinglewood.org
Announces an Employment Opportunity for
ADMINISTRATIVE AIDE
Clerical Pool – As Needed

SALARY: \$13.89 - \$19.68/per hour no benefits Salary placement will be based on experience.

APPLY IMMEDIATELY! Applications will be accepted by the Human Resources Department until January 26, 2012 @ 5:00 pm. This recruitment is to establish a list to fill temporary part-time assignments for a period of six months.

THE POSITION: Under direction provides clerical support to various departments and/or divisions as needed. Typical duties will include but are not limited to answering and routing telephone calls and faxes to appropriate personnel; scheduling appointments; data entry; generating reports; assisting visitors with departmental paperwork and/or other documents. Responding to requests for information and questions/ inquiries within the span of authority or referring to appropriate personnel; maintaining meeting minutes; typing business correspondences such as letters, memos, contracts, labels, and other forms as needed; Assisting departmental staff with clerical/office functions such as filing documents in alphabetical and/or numeric order, photocopying files/documents, faxing information, and mass mailings. Incumbents may assist with special projects as needed.

TO QUALIFY: Must have a high school diploma or equivalent **AND** two years experience performing office support functions in a fast pace business environment. Applicants must be able to multi task and present a professional demeanor at all times. Must be skilled in proofreading documents for accuracy, grammar, and spelling; ability to operate a personal computer, be proficient in MS OFFICE (Word/Excel/PowerPoint) and able to type 40 words per minute net.

SELECTION PROCESS: Applicants meeting the minimum qualifications as demonstrated by their application materials will be invited to participate in a Computer Assessment Test. As positions become available, qualified applications will be forwarded to the department for review and selection. This recruitment is to establish a clerical pool for temporary part-time assignments only.

PART-TIME POSITIONS: All part-time positions are At-Will and can be terminated with or without advanced notice based on the City needs. Temporary Part-Time employees work 20 hours per week **OR** less than fifty-two (52) weeks per year **AND** are not classified as civil service. These positions are not eligible to receive medical, dental, or any other fringe benefit.

NOTE: In accordance with the Immigration Reform and Control Act of 1986, all persons hired after 1986 must verify identity and entitlement to work in the United States by providing required documentation. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

OPEN: 01/10/2012 EPN: Part-time -1312