



VOLUNTEER OPPORTUNITY

Position Open: Monday, April 11, 2005, until sufficient applications received.
Position Title: OFFICE ASSISTANT TRAINEE
Department/Division: Neighborhood Outreach Office
Worksite Address: 20 E. Main Street, Suite 220
Hours/Week: 20 hours per week
Days of Work Week: Monday through Friday
Start/End Hours: 8:00a.m. - 12:00 Noon or 1:00p.m. - 5:00p.m.

Position Description: An Office Assistant Trainee is an unpaid entry-level position that performs a variety of routine clerical activities of limited complexity that follow well-established procedures. Duties involve clerical tasks that can be readily learned by on-the-job training, and which require limited judgment in their execution. Responsibilities may include: acting as a receptionist; answering the main phone line; picking up and sending out mail; providing a variety of information to the general public, either face-to-face or over a telephone; compiling information for mailings or entering information into a personal computer (PC); reproducing documents/materials on copy equipment; and using folding and laminating machines. Trainees must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in the completion of assigned tasks. As worker in the assignment becomes more familiar with the duties performed, some independent judgment may be exercised.

Qualifications: Requires any combination of training, education, and experience equivalent to graduation from high school or GED, and some (6 months - 1 year) experience performing general clerical duties. Experience operating a PC, and the ability to enter data is desirable (by assignment).

Special Requirements: Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph examination is required (Police Department assignments). Must possess a valid Arizona Driver's License by hire date (by assignment).

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources. Applications will be reviewed and may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
20 E. MAIN STREET, SUITE 130
MESA, ARIZONA 85201

MAIL APPLICATIONS TO:
HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.mesaaz.gov/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**