



EMPLOYMENT OPPORTUNITY

CLERICAL ASSISTANT **Golden Hours Senior Center**

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call 629-8701, giving at least 48 hours advance notice. Hearing impaired persons may also use the TDD line at 629-8949.

Employment Standards: One-year clerical or office experience; strong skills in public relations; enthusiastic initiating and participation in programs benefitting the senior community, interpersonal relationships, planning and organization, oral and written communications, and proficient punctuation and grammatical skills desired. Training equivalent to the completion of the twelfth grade. Experience in using Microsoft Word, Excel, Power Point, Publisher and programs such as Photoshop, as well as other software, preparation of accurate reports using aforementioned programs. Instruct basic computer classes, cell phone and current technology classes. Experience in event planning and implementation and working with volunteers

Essential Functions:

- Under general supervision, perform a wide variety of moderately difficult clerical and receptionists' tasks.
- Assist in taking participant program registrations.
- Information dissemination, keyboarding, receptionist and general office functions.
- Operates a cash register; makes daily bank deposits.
- Maintain records; type forms, prepare reports and correspondence, proofread material.
- Must enjoy working with senior citizens and exhibit compassion and patience.
- Knowledgeable and responsive to a variety of aging issues involving seniors relative to their health and welfare.
- Perform other related work as required.
- Have the ability to train beginning computer and current technology skills
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisor; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.

Education Requirement: Successful applicant must submit a copy of their high school diploma or GED before appointment.

Motor Vehicle Report: Driver's license report (MVR) will be obtained by the HR division when applicable.

Veteran's Preference Points: Veterans points will be awarded based on State guidelines. Must submit DD-214 **with** application in order to be awarded points. This is for initial appointments only.

Salary: \$10.00 per hour; flexible schedule; Monday through Friday 15-20 hours a week. Not to exceed 29 hours a week. Scheduling may include evening and weekend work on short notice. This position is not eligible for benefits.

Application Procedure: On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m.

Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

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AA/EOE/ADAAA
May 26, 2021