

# Office Assistant

## Part-Time (30 hours/week)

### (M-F 9:00 a.m. to 4:00 p.m.)



Human Resources

<b>POSITION TITLE:</b>	OFFICE ASSISTANT
<b>DEPARTMENT:</b>	COMMUNITY AND ECONOMIC DEVELOPMENT
<b>REPORTS TO:</b>	Permits Manager
<b>SALARY RANGE:</b>	\$2,736-\$3,601 (pro-rated based on 30 hours/week)
<b>BENEFITS:</b>	Excellent benefits package including health and retirement
<b>CLOSING DATE:</b>	July 5, 2022

#### **JOB SUMMARY:**

Under the supervision of the Permits Manager, performs administrative support functions as well as routine clerical duties that include word processing, filing, processing mail, receives and processes permits, maintaining records, answering phones, greeting the public, providing information about the City and community, and performs general office duties as assigned.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Answers telephones, greets office visitors, provides routine information to the public, and takes messages or refers callers or visitors to appropriate personnel.
2. Maintains and files records in accordance with the Washington State Retention Schedule and performs routine records management.
3. Processes incoming and outgoing city mail.
4. Inputs various information in an organized manner into computer and file properly.
5. Order supplies as needed/approved.
6. Accepts payments for animal license and alarm permits; process/settle daily deposits.
7. Assists with City Hall rentals and events.
8. May assists in processing various City permits as needed.
9. Updates and maintains calendars and schedules.
10. Types forms, correspondence, memoranda, reports, and other materials from copy or rough draft. Proofreads various written materials such as reports, correspondence, and forms for accuracy.
11. Operates standard office equipment and machinery such as computers, calculators, and copiers
12. Responds with little or no notice to City emergencies and disasters and will likely work long and/or irregular hours during emergencies and disasters.
13. Performs other duties as assigned.

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

### *Knowledge of:*

1. Proper usage of English, spelling, grammar, and punctuation.
2. Multi-line phone systems and proper phone etiquette.
3. Computers and general office software applications.
4. Records management procedures.
5. Document design and business letter writing.
6. Office practices, procedures, and equipment.
7. Record management systems, techniques, and technology.
8. City government functions, policies, rules, and regulations.

### *Ability to:*

1. Interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and liaisons from other organizations.
2. Answer telephones and greet the public with tact and courtesy; provide routine information to callers, accurately take, and relay messages or refer callers or visitors to the appropriate individual as needed.
3. Communicate effectively, both orally and in writing.
4. Coordinate routine functions within assigned division.
5. Plan, organize, and schedule priorities within the established work routine.
6. Handle multiple tasks simultaneously.

## **MINIMUM QUALIFICATIONS:**

Requires high school graduation or GED and two years related experience, or equivalent combination of education and experience. Public sector experience is preferred.

## **TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and database software, multi-line phone system, calculator, and copier.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performance in an office setting. Hand-eye coordination is necessary to operate various pieces of office equipment. Position requires the ability to transport oneself to a variety of locations, primarily in and around Pierce County.

While performing the duties of this job, the employee is required to stand, walk, use of hands to finger, handle, feel, operate objects, tools or controls, and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move

up to thirty (30) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Attendance at night meetings and community events may be required. Meeting project deadlines may require working more than forty hours per week.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain, a valid Washington State Driver’s license. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place.

**City of University Place Commitment to Diversity, Equity, and Inclusion**

The City of University Place is an Equal Opportunity Employer and values diversity in the workplace. The City is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. Applicants are considered for positions without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, gender identity, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

**To apply:**

City Application, cover letter and resume are required. An application form may be obtained from the City’s webpage at [Job Opportunities](#) or from the University Place main reception desk located at 3609 Market Place W. Suite 200, University Place, WA 98466. Submit completed application packet to:

[HumanResources@CityofUP.com](mailto:HumanResources@CityofUP.com)

To be considered during the first review, application materials must be received by 4:00 p.m. on Tuesday, July 5, 2022. Incomplete applications will not be considered.

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The City is an equal opportunity employer.

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