



City of Big Bear Lake

EMPLOYMENT OPPORTUNITY

TEMPORARY ADMINISTRATIVE CLERK

\$18.89/hr-\$22.95/hr

Plus Employee Medical Benefits

Under general supervision, performs a variety of clerical and customer service duties including, but not limited to the following; assists the public at the counter by providing information, responding to questions and providing and/or processing required forms, applications or other City documents; answers, screens and routes incoming calls; provides routine cash transactions for the public; prepares check and reimbursement requests; sorts, logs, files, scans and maintains records and other documentation; performs data entry and database administration; prepares correspondence; conducts research and completes special projects; interprets and applies policies, procedures and work methods associated with assigned functions; performs other related duties as assigned.

The candidate must display excellent customer service and organizational skills. In addition, the candidate must have the ability to establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff, as well as the public.

Requirements:

A high school diploma or equivalent is required. One year of significant, directly related, and progressive clerical experience in an administrative capacity preferred.

Ideal Candidate:

A general knowledge of standard office procedures, practices, and modern office equipment; including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; basic principles of mathematics, and telephone etiquette. The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, and be proactive, flexible, and cooperative. The ideal candidate should also be accurate, timely, and discreet.

Filing Deadline:

OPEN UNTIL FILLED. City application required.

City of Big Bear Lake, Attn: HR, P.O. Box 10000, Big Bear Lake, CA 92315 (909) 866-5831.
EOE/ADA. www.citybigbearlake.com.