City of Carlsbad
Public Works Department—Fleet

PART-TIME OFFICE ASSISTANT

Hourly Rate: $12 - $19

THE POSITION

Currently there is one part-time (not to exceed 20 hours per week) vacancy in the Public Works Fleet Department. This position will perform a wide variety of general office duties. Working hours: Monday-Friday from 7:00 a.m. to 11:00 a.m. or 8:00 a.m. to 12:00 p.m.

THE IDEAL CANDIDATE

The Ideal Candidate will:

- Have experience and good skill sets working with customers over the telephone.
- Be dependable and flexible.
- Have skills in Microsoft Office Word and Intermediate to Advanced level of Excel is preferred.
- Be detail-oriented, work independently, and possess good organizational and communication skills.
- Be able to balance and perform multiple tasks simultaneously with some interruptions.

EXAMPLES OF DUTIES

Perform general office duties; provide clerical support which may include, but is not limited to the following: typing, data entry, record keeping, answer phones and route calls, answer questions and provide information; establish and maintain a variety of files; type a variety of documents in draft and final form, such as correspondence, standard forms, charts, and reports; assemble and distribute correspondence; and provide support to staff.

REQUIREMENTS

Knowledge of: General office methods and procedures; office equipment operation. Proper English usage, punctuation, grammar, and spelling. Microsoft Office preferred.

Ability to: Alphabetize or chronologically sort materials; maintain records; demonstrate excellent customer service; communicate effectively in oral and written form; understand and carry out oral and written directions.

HOW TO APPLY

This position is open until filled. Application materials may be obtained from and submitted to the

City of Carlsbad Human Resources Dept.
1635 Faraday Ave.
Carlsbad, CA 92008
or by visiting our website at
www.carlsbadca.gov/hr.

City of Carlsbad
A great place to make
a living. And a life.