

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE  
FOLLOWING PART-TIME EMPLOYMENT OPPORTUNITY: Public Utilities Office Worker -  
Internal & External Posting**

**General Summary:** Under the direct supervision of the Asst. Director of Public Utilities Administration, performs a variety of tasks including scanning, data entry, customer service, and utilization of telephone, radio, and maps. During summer months, additional task of reviewing and organizing digital files for projects.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate, though in some departments, sirens, machinery or other equipment may cause occasional loud noise.

**Eligibility Requirements:** Skill in the use of general office equipment, including computers and related software and databases.

**Weighted Selection System:**

Education/Work Experience	20%
Reference Letters	10%
Interview	70%

**Salary:** \$12.00/hour

**Hours:** 32 hours/week (Tuesday-Friday) during summer months (approx. May-Sept)  
5-10 hours/week for remainder of year

**Posted May 15, 2018**

**Application Deadline: Until Filled**

**To Apply:**

- Job applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org)
- Job applications will be accepted in-person, fax, email, or by mail at:

**City of Jackson**  
**Human Resource Division**  
**161 W Michigan AVE**  
**Jackson, MI 49201**

**\*\* EQUAL OPPORTUNITY EMPLOYER \*\***