

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

**The City of Jackson is committed to becoming a more diverse, equitable, and inclusive organization. We are dedicated to creating an environment that fully embraces all our differences and shared experiences.**

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING PART-TIME EMPLOYMENT OPPORTUNITY: **Part-Time Administrative Assistant to Public Works/Utilities Fiscal Services****

**General Summary:** Under the direct supervision of a higher classified employee, this employee performs basic or routine data entry, accounting tasks, record keeping, file maintenance, and other clerical functions to support the Office of Public Works/Utilities Fiscal Services. This position requires data entry skills, accounting skills, excellent customer service skills, and the ability to work accurately and meet deadlines.

**Typical Duties:**

- Performs clerical and accounting duties supporting the administration of the Public Works/Utilities Fiscal Services office, including but not limited to data entry, record keeping, file maintenance, digital archiving, and reporting.
- Reviews and prioritizes incoming and outgoing mail, and requests direction when necessary. May independently draft correspondence or other documents as directed for the Public Works/Utilities Fiscal Services office.
- Assists with the preparation and entry of accounts payable, payroll, and miscellaneous receivables. Investigates any conflicting information, obtain proper authorizations, and submit to appropriate departments for approvals.
- Receives and screens telephone calls and visitors. Explains departmental procedures and operations and addresses complaints, inquiries, and requests for information from other departments. Follows up on complaints, correspondence, and transactions to ensure deadlines, schedules, and expiration dates are observed.
- Assists with various special projects and programs particular to the Department of Public Works as assigned. Creates and maintains various databases and comprehensive record- keeping and filing systems, including the maintenance of confidential materials and information.
- Prepares regular reports as required for the department.
- Performs all other related duties as assigned.

**Eligibility Requirements:**

- High school graduate or its equivalent plus two (2) years of general office and accounting experience, or equivalent combination of job-related education and experience.
- Knowledge of the processes and procedures related to modern office management.
- Skill in the use of general office equipment, including computers and related software, and databases.

- Test proficient in the use of Microsoft Word and Excel Software. Also proficient in data entry skills test and typing minimum of 40wpm. **Complete the two skills test given thru Indeed.**
- Ability to work independently, assume responsibility without direct supervision, and exercise discretion related to the handling of confidential information.
- Ability to interact professionally and constructively with other employees and the general public.

In addition to the above requirements, all city positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Physical Demands:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read both regular and small print, sit, use limited mobility in an office setting, use hearing to monitor conversations, 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 quiet or moderate.

**It is the policy of the city to promote and encourage the recruitment, hiring, training and advancement of all persons and not to discriminate against any employee or applicant for employment because of religion, race, color, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, familial status, marital status, source or level of income, height, weight, religious or political opinion, union affiliation, and physical or mental handicap unrelated to the individual's ability to perform the duties of a particular job or position.**

**Part-Time Hourly Rate: \$17/hr. approximately 24 hrs. /week.**

**Date Posted: November 10, 2022**

**Application Deadline: Open until filled**

**To Apply:**

- Job applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org)
- A Resume must accompany the completed job application.
- 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**