



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Office Assistant

DEPARTMENT: Health & Environmental Services (HES)

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will perform various clerical tasks for Recycle City.

ESSENTIAL FUNCTIONS:

Sort customer surveys.
Answer the telephone.
Schedule bulky trash pick-ups.
Take resident concerns.
Assist with special projects.
Other light clerical tasks as assigned.

STANDARDS:

Ability to alphabetize files.
Ability to deal with confidential information.
Ability to be accurate.
Regular and predictable attendance.
Ability to follow oral and written instructions.
Ability to establish an effective working relationship with staff.
Ability to safely and effectively operate assigned equipment.
Ability to perform effectively with interruptions and limited privacy.

MINIMUM REQUIREMENTS:

Must be 16 years of age or older.
Must have transportation to/from worksite.
Must be a U.S. citizen or lawfully authorized alien.

EQUIPMENT:

Computer, telephone, copier, and shredder.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred.
Familiarity with computers and ability to enter data.

TIMES NEEDED:

One day a week, for 2-3 hours.
Times are flexible.

LOCATION:

St. Petersburg City Hall

REPORTS TO:

Recycle City Office Staff