



**CITY OF ST. PETERS  
VOLUNTEER OPPORTUNITY**

**POSITION TITLE:** Office Assistant

**DEPARTMENT:** Staff Support Services (SSS)

**GENERAL STATEMENT OF DUTIES:**

Under general direction, this individual will perform various clerical tasks for the Human Resources department.

**ESSENTIAL FUNCTIONS:**

Assemble bulk mailings.  
File, copy, and assemble department materials.  
Shred documents.  
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, copier, and shredder.

**DESIRED QUALIFICATIONS:**

Previous clerical experience preferred.

**TIMES NEEDED:**

One day a week, for 2-3 hours.

**LOCATION:**

St. Petersburg City Hall

**REPORTS TO:**

Administrative Office Staff