



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Office Assistant

DEPARTMENT: Transportation & Developmental Services

GENERAL STATEMENT OF DUTIES:

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

ESSENTIAL FUNCTIONS:

Enter data from hard copy into Excel or Access.

Assist with mailings.

Copy and assemble department materials.

File.

Type.

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, scanner.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred.

Familiarity with computers and ability to enter data.

Ability to file both alphabetically and numerically.

TIMES NEEDED:

One to two days a week, for 3-4 hours.

LOCATION:

St. Petersburg City Hall

REPORTS TO:
EDS Staff