



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

PART-TIME RECEPTIONIST

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application to HResources@cityoflosalamitos.org. **Open Until Filled, Application Review on June 17, 2019.** Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application.

SALARY RANGE: \$15.64 to \$19.00 per hour

POSITION:

Under general supervision, operates a central telephone system and receives City calls; provides the City's first line of contact with members of the public; provides general information and/or routes calls to appropriate City department; receives and directs visitors, and provides routine assistance; sorts, stamps, and distributes mail; performs a variety of clerical and general office duties.

ESSENTIAL JOB FUNCTIONS:

Under the direction of Administration, the Receptionist is required to perform the following essential job functions:

- Operates centralized telephone system.
- Greets the public.
- Answers inquiries, collects fees, issues receipts, takes messages, and maintains calendar of meetings.
- Proofreads a variety of letters, reports, forms, statistical data and general correspondence.
- Posts and sorts mail.
- Operates the postage meter.
- Demonstrates a professional appearance representative of the front office.
- Maintains business license tax database.
- Assist other departments when needed with general clerical duties.
- Other duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Strong Customer service skills.
- Knowledge of telephone etiquette.
- Knowledge of modern office procedures.
- Knowledge of correct Business English, including spelling and punctuation.
- Ability to communicate effectively and receive the public with diplomacy and tact.
- Ability to perform routine clerical work.
- Understand and follow verbal and written directions.
- Maintain cooperative working relationships.

DESIRABLE EXPERIENCE AND TRAINING:

- Graduation from high school or the equivalent and one year of general office experience preferably as a receptionist.
- Type a minimum of 40 wpm and operate a personal computer, word processing software and calculator.
- Possession of a valid California Driver's License.

SELECTION PROCEDURE:

- All applications will be reviewed by a City Screening Committee. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.

Please submit all applications and resumes to HResources@cityoflosalamitos.org

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.