



# 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](mailto:HResources@cityoflosalamitos.org). **Open Until Filled, Application Review on April 29, 2021.** Please call (562) 431-3538 for additional information, or visit [www.cityoflosalamitos.org](http://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](mailto: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.*