



Job Title:	Office Assistant (Temporary Summer)	
Pay Rate:	\$7.50/hr	
Department:	Parks & Recreation	03/02/2017

**JOB SUMMARY:**

This position performs a variety of clerical and secretarial duties working 20 to 25 hours a week which include: attending the public; giving information regarding departmental operations; maintaining departmental files and data on various sources; handling routine correspondence; typing memorandums, forms and letters. Will perform other related duties as assigned.

**QUALIFICATIONS:**

- General knowledge of modern office practices, procedures, equipment and standard clerical techniques.
- Experience in secretarial and clerical work.
- Computer literate in Microsoft Access, Excel, Microsoft Word, etc..
- Graduation from a high school or an equivalent combination of experience and training.

**PHYSICAL REQUIREMENTS:**

Administrative work; sits at a desk to work. Involves occasional light lifting of 0 to 25 pounds.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by City of Harlingen.**

**BENEFITS:**

The City covers its temporary summer employees under its Worker's Compensation Program.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, Department, 118 E. Tyler, Harlingen, 78550. City Website: [www.myharlingen.us](http://www.myharlingen.us)

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