

EMPLOYMENT OPPORTUNITY

City of Royal Oak

# CLERK - Part Time

**RATE OF PAY:** \$8.00 to \$11.00 an hour

Applications are available in person or on-line at <http://www.ci.royal-oak.mi.us/portal/departments/human-resources/job-openings> and must be received **no later than 4:00 p.m. September 9, 2010** in the Human Resource Department, Room 111, City Hall, 211 Williams St., Royal Oak, MI 48067

**HOURS:** May vary up to 1400 hours per year

**DUTIES:** This is a part-time position working in various departments for the City of Royal Oak. Duties include, but are not limited to:

- Assisting the public
- Answering incoming calls
- Computer keyboarding
- Data entry
- Filing

**QUALIFICATIONS:**

Ability to follow directions

Ability to apply attention to detail

Ability to communicate effectively, both verbally and in writing

Ability to work harmoniously with other employees

**EXPERIENCE:**

Graduation from an accredited high school or equivalent

Experience in office procedures

Working knowledge of Microsoft Office

Good keyboarding skills

Candidates invited to interview will be given a keyboarding and clerical test

The City of Royal Oak is and Equal Opportunity Employer – all applicants will receive equal consideration for employment without regard to race, color, religion, national origin, age, sex or disability.