

TOWN OF KEARNY
OPEN CONTINUOUS, UNTIL FILLED

ACCEPTING APPLICATIONS FOR
OFFICE ADMINISTRATIVE CLERK

Part-Time with the possibility of becoming Full-Time
Pay \$12.15/Hour

Town of Kearny is a rural community nestled within the Mescal and Tortilla Mountains. The Administration Department is looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the Town by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations, and generally being a helpful and positive presence in the workplace.

RESPONSIBILITIES:

- Handling office tasks, such as filing, generating reports and presentations, meetings preparations and reordering supplies
- Screening phone calls and routing callers to the appropriate party
- Using computers to generate reports, enter customer payments and conduct research
- Greet and assist residents, visitors and vendors
- Municipal accounting and reporting, collect payments from residents, businesses and more
- Maintain polite and professional communication via phone, e-mail, and mail

REQUIREMENTS:

- Must possess a High School Diploma or GED
- Administrative experience
- Excellent computer skills, Microsoft Office suite
- Customer Service and Attention to Detail
- Familiarity with office procedures and basic accounting principles
- Working knowledge of office devices and processes
- Outstanding communication and organizational skills
- Able to lift 20 pounds
- Have a valid Arizona Driver's License
- Have a copy of Motor Vehicle Driving Record
- Have communication and teamwork skills
- Have commitment to town policies, regulations and safety rules

Benefits for Part Time Employees:

Paid-Time off for Sick

Benefits for Full Time Employees:

Paid- Time off Sick and Vacation, Paid Town Holidays, Paid Medical Insurance, Vision and Part of the Dental Plan, AZ State Retirement

Applications are continuously accepted. Positions will be open until filled. Applications are available online or at the Kearny Town Hall, 912-C Tilbury Drive, Kearny AZ, 7:00 a.m. to 5:00 p.m. Monday through Thursday or call 520-363-5547 and one can be emailed to you.

The Town of Kearny is an EEOC employer <http://townofkearny.com/employmentOpps.html>