

CITY OF TAFT
Temporary Office Services Assistant

\$12 per hour

GENERAL PURPOSE

The Temporary Office Services Assistant has responsibility for performing a variety of tasks related to the routine clerical and receptionist activities in a wide variety of office settings, and maintenance, janitorial of city building, facilities and grounds, and may participate in community clean-up. This classification is for a temporary position used by the City of Taft seasonally as needed. Employees may work a variety of assignments as needed and generally will work 32 hours per week or less for a limited duration. Employees in this classification have no guarantee of hours and are not entitled to receive any City benefits with this position.

SUPERVISION RECEIVED

Works under general direction depending on assignment.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position performs semi-skilled and manual tasks in the maintenance and cleaning of city facilities and grounds, janitorial and office. Duties may include, but are not limited to the following:

- Performs various clerical duties utilizing standard office equipment, making photocopies; performing data entry; preparing mass mailings; typing and word processing.
- Files documents alphabetically, numerically, or by other prescribed method; processes routine paperwork and/or forms.
- Delivers inter-departmental and office memoranda and other items for city offices or departments, makes pick-up and delivery trips to and from outside establishments as assigned.
- May perform a variety of other duties such as cleaning office machines, offices and office bathrooms, sweeping, moping, and scrubbing floors, dusting, waxing, vacuuming, window washing, cleaning restrooms, emptying and cleaning waste receptacles, and general cleaning of buildings and grounds.
- May operate equipment such as rakes, brooms, and other maintenance tools and equipment and vehicles.
- Performs other duties as assigned or as the situation dictates within the scope of this classification.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma (or GED equivalent); and any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a valid state driver's license.

Necessary Knowledge, Skills and Abilities:

- The ability to operate and maintain common grounds and maintenance tools, and maintain safe environments.
- Communicate courteously and cooperatively with other staff and the general public and work in an individual situation with minimum supervision.
- Effectively communicate orally and in writing.
- Follow supervisor's instructions correctly with minimal follow-up guidance.
- Repetitive motion, sitting, walking and or standing for long periods.
- Occasional pushing, pulling, bending, squatting and climbing.
- Lifting-Frequently 25 pounds or less; occasionally up to 50 pounds.
- Frequent color perception and use of eye/hand coordination.
- Occasional use of depth perception and peripheral vision.
- Methods, tools, materials, and equipment used in general office maintenance and janitorial work.
- Safe work practices
- Skillfully use a variety of tools required in general janitorial and office work.

TOOLS AND EQUIPMENT USED

Computers, copy machine, fax machine, shredder, mops, vacuums, buffers, and various janitorial tools and supplies; may need to use ladder or scaffolding.

PHYSICAL DEMANDS

Physical labor including both indoor and outdoor work is required. While performing the duties of this job, the employee regularly required to stand or walk; use handles, lift, move, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The employee must occasionally drive to job sites.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

City of Taft application and resume required rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.