



EMPLOYMENT OPPORTUNITY

PROGRAM ASSISTANT

Salary: \$10.67 Hourly
Job Type: Seasonal (5 hours per day)
Department: Human Resources
Benefits: No Benefits

The Position

The Program Assistant will perform a wide variety of duties relative to customer service and support for the Human Resources department including office assignments, administration of program activities, and special projects as assigned.

Job Functions

- Performs assigned administrative and operational duties, including processing Town wide mail, customer service to the community and the general public, and other administrative support services necessary for the effective operation of the department.
- Prepares and maintains a variety of files and reports on a daily, weekly, and monthly basis relating to the functions of assigned department.
- Administrative duties including preparing correspondence, maintaining records, taking and properly processing phone calls, filing reports and records, creating forms, tables, and files.
- Performs other duties as assigned.

Qualifications

Equivalent to completion of 12th grade; must have the ability to organize assigned administrative tasks, and possess the ability to communicate effectively with the public and Town Staff.

Prior experience in a municipal setting preferred. Candidates with completed college course work will be given preference in the selection process.

Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close once 25 qualified applications are received or on August 8, 2017 at 5:30 pm, whichever occurs first.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.