OFFICE ASSISTANT – $11.00 to $15.00 per hour DOQ.

- Part time position, approximately 40-hours per week. Number of hours are not guaranteed.
- Position will have a heavy emphasis on customer service, cashier transactions, accurate balancing and posting of utility payments and knowledge of basic mathematical principles.
- Experience with Microsoft Excel & Word, 10-Key Calculator, and bilingual Spanish skills is preferred.
- Must be able to understand and follow oral and written instructions.
- Successful candidate will be expected to establish, maintain and foster positive and harmonious working relations with those contacted in the course of work.

To apply, please submit a **completed employment application** and resume, to the City of Reedley, Human Resources, 845 G Street, Reedley, CA 93654 by **Friday, May 20, 2016 at 5:00 p.m.** Employment Applications are available at the address above or by visiting www.reedley.ca.gov.