

City of Iowa City
EXTERNAL POSITION VACANCY ANNOUNCEMENT

January 29, 2010

**TEMPORARY PERSONNEL CLERK
PERSONNEL**

\$12.00/hour

One temporary full-time position available

Hours: Monday – Friday 8:00 am – 5:00 pm

Job Duration: Approximately 3 months

Under general direction, performs routine clerical duties including answering the phone, filing and data entry. Greets the public and provides general information regarding Personnel services. Answers questions regarding applicant procedures from employees and the general public. Handles and maintains confidential information. Directs calls and requests to appropriate parties. Opens mail and receives application materials and correspondence. Schedules employment advertisements and distributes job postings, updates jobline and website. Coordinates community service work throughout the City. Operates standard office equipment including a computer, scanner, calculator, printer and copy machines. Performs all other related duties as assigned.

Minimum Education and Experience

High school degree or equivalent required. Six months experience in a general office environment, including public contact and use of personal computer required. One to two years preferred. Proficiency in Microsoft Office products required.

City of Iowa City application must be received by **5:00 pm, Wednesday, February 10, 2010**. Personnel, 410 E. Washington Street, Iowa City, Iowa 52240.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer, supports workforce diversity and is a supporter of the Skills Advantage Work Ready Certificate program.

City employees applying for this position must complete an internal employee transfer request form. Please request this form when applying.

***For Current Job Openings Available to the Public:
Call JOBLINE at 319-356-5021 or visit www.icgov.org***