

Temporary Employment Opportunity  
Tempe Cultural Services Division

**Tempe Center for the Arts  
OFFICE ASSISTANT**

Part-time Temporary Unclassified Position, Non-benefitted  
\$10.00 per hour Depending on Experience  
Monday – Friday up to 20 hours per week

**Minimum Requirements:**

Equivalent to completion of the 12th grade supplemented by specialized administrative course work in general office and business practices. Two years of responsible clerical or customer service experience including public contact. Event planning experience preferred.

**Representative duties include but are not limited to:**

- Perform a variety of routine clerical work including filing, billing, verifying and recording information on records.
- Act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures as required; refer telephone calls to appropriate department personnel
- Provide visitors with occasional tours of the facility
- Receive, sort and distribute incoming and outgoing correspondence.
- Organize and maintain filing systems; perform record keeping for various events; handle and maintain sensitive and confidential information and records.
- Operate a variety of office equipment including a computer, copier, and fax machine
- Verify and review materials for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports.
- Implement and assist in developing procedures and policies related to assigned functions.
- Perform related duties as assigned.