

# City of Sturgeon, MO Employment Opportunity

## Position Title: City Office Assistant I

The City of Sturgeon is now accepting applications to fill the City Office Assistant I position. This position is part-time, Monday-Friday, approximately 20-25 hours per week—pay range: \$16 to \$20, based on education and experience.

**Job Summary:** Provide excellent customer service to all City of Sturgeon customers. Perform clerical and basic accounting tasks, and assist city departments with administrative duties, as needed.

### **Job duties include but not limited to:**

- Provide customer service in person, via phone, and in writing
- Accounts Payable
- Accounts Receivable - utility bills
- Cashier - collection of payments for utility bills, business licenses etc.
- Process Business license applications, building permit request
- Enter General Ledger deposits
- Prepare daily bank deposit
- Assist individuals in purchasing cemetery plots/lots
- Assist in preparing reports and data for meetings
- General office duties - mail, answering phones, filing
- Provide varied administrative office support

### **The ideal candidate will offer the following:**

- High school diploma or equivalent
- Some college preferred
- 1 to 3 years experience in administrative support or customer service
- Basic Accounting knowledge
- Excellent communication skills both verbal and written
- Attention to detail
- Efficient in time management
- Problem-solving skills
- Ability to work independently and as a team member
- Strong organizational skills
- Ability to multitask
- General office practices, procedures with record management
- Reliable, punctual, and regular attendance is a must

The City will require the applicant, following a contingent offer of employment, to submit to a background check and drug test. The City pays for the background check and drug test.

To apply for this position, please complete an application at the City of Sturgeon's City Hall at 303 Station Drive, Sturgeon, MO 65284. Office hours are Monday through Friday 7 am to 3 pm. PLEASE NO PHONE CALLS

\*\*\*\*The City of Sturgeon is an equal opportunity employer to all persons regardless of race, color, sex, religion, national origin, age, political affiliation, or handicap. \*\*\*