CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Office Assistant
Human Resources Temporary Clerical Pool

The City of San Antonio is recruiting for an Office Assistant (temporary). Under immediate supervision, is responsible for performing a wide variety of general clerical duties.

Essential job functions include, but are not limited to the following: Performs a variety of clerical duties in assigned department including maintaining personnel records and payroll, data entry, filing, distributing mail, answering telephones, and taking messages; organizes and maintains filing systems. Responds to inquiries about department services and activities; assists visitors as necessary; prepares and types letters, memos, and reports; copies various materials and documents; may prepare payroll and associated transactions and assist in compiling and maintaining personnel records (e.g. weekly earnings, absences, supervisory reports, change of status, terminations, and personnel requisitions); may take various payments and provide change and receipts as necessary; may maintain inventory of supplies; performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a high school or a General Education Development (GED) Certificate. One year experience in general clerical work, or public contact either in person or by telephone; valid Class "C" Texas Driver's License (depending on area of assignment). All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary ranges from $8.75 to $12.25/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person or any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754