



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Office Assistant

DEPARTMENT: Cultural Art Center

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will perform various clerical tasks at the City of St. Petersburg Cultural Art Center.

ESSENTIAL FUNCTIONS:

File and copy department materials.
Enter data on computer.
Stuff and label envelopes.
Check in new office supplies.
Other clerical tasks as assigned.

STANDARDS:

Ability to alphabetize files.
Ability to deal with confidential information.
Ability to be accurate.
Regular and predictable attendance.
Ability to follow oral and written instructions.
Ability to establish an effective working relationship with staff.
Ability to safely and effectively operate assigned equipment.
Ability to perform effectively with interruptions and limited privacy.

MINIMUM REQUIREMENTS:

Must be 16 years of age or older.
Must have transportation to/from worksite.
Must be a U.S. citizen or lawfully authorized alien.

EQUIPMENT:

Computer and copier.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred but not required.

TIMES NEEDED:

Varying times and shifts based on the availability of the individual.

LOCATION:

St. Petersburg Cultural Art Center

REPORTS TO:

Cultural Art Center Staff