



**CITY OF ST. PETERS
VOLUNTEER OPPORTUNITY**

POSITION TITLE: Office Assistant

DEPARTMENT: Fleet Maintenance

GENERAL STATEMENT OF DUTIES:

Under general direction, this individual will perform minor clerical tasks for the Fleet Maintenance department.

ESSENTIAL FUNCTIONS:

File, copy, and assemble department materials.
Shred documents.
Other light 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:

Copier and shredder.

DESIRED QUALIFICATIONS:

Previous clerical experience preferred.

TIMES NEEDED:

One day a week, for 1-2 hours.

LOCATION:

Fleet Maintenance

REPORTS TO:

Fleet Maintenance Office Staff