



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 14-2009

Department Neighborhoods Number of Positions 1 Wage \$14.32
Job Title Office Assistant Location Fremont NSC, 908 N 34th, 98103
Start Date April 2008 End Date 6/12/2009 Work Scheduled Between 9:00 am AM/PM 5:00 pm AM/PM
Minimum 10 Hours/Week and Maximum 19 Hours/Week Summer Schedule _____ Hours/Week
Special Work Scheduling Requirements _____

SUMMARY OF WORK TO BE PERFORMED:

Under direct supervision of the Neighborhood District Coordinator at the Neighborhood Service Center (NSC) provide general office help; assist individual and community groups with information and referrals related to social and public services, under guidance of the Coordinator.

DUTIES STATEMENT: Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

55	1)	Provide general office help; answer phones and walk-in reception; use a PC for basic correspondence and for e-mail communication with City staff and community residents as directed.
25	2)	Maintain public information bulletin boards, brochure racks, job listings.
10	3)	Provide information and referral regarding community events and public services.
10	4)	Prepare mailings and mailing lists.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Will gain enhanced office skills and be introduced to community work. Will provide experience to students interested in social work, community building and outreach, political science, urban planning, English and History.

MINIMUM QUALIFICATIONS: Education, skills, abilities, and/or experience sought. Please explain.
Requires education, training and /or experience that provides evidence of ability to perform the work.
Work study eligibility (proof required at time of application).

DESIRED QUALIFICATIONS:

Good written and verbal skills; ability to gather and organize information; able to follow directions. Some experience in office skills working with a PC/Word/Excel, and public contact work. Prompt and dependable; able to work with people of diverse backgrounds.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Training about City and community programs and services will be provided, as well as office procedures and report formats.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Work Study students will be supervised on a daily basis by Neighborhood District Coordinator, who will be able to answer any questions.

APPLICATION INSTRUCTIONS:

Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to annie.nguyen@seattle.gov or fax to 206-684-5809. **Include the position title, job # (14-2009), department, and your e-mail address so that we can follow up with you.

Please do not apply if you do not have a work study referral/authorization form from your school.