

**CITY OF RIPON
RECEPTIONIST**
Part Time Position
Salary: \$17.39 per hour

The City of Ripon is currently seeking applicants for a Part Time Receptionist Position to work Tuesday – Thursday 7:30am-5:30pm.

THE POSITION: Under general supervision, this position operates a multi-line telephone system to answer incoming calls, directs callers to appropriate personnel, performs a wide variety of clerical and administrative tasks for all City departments and employees, and deals professionally and courteously with the public.

QUALIFICATIONS: Education equivalent to graduation from high school and one year office experience. Knowledge of modern office practices, procedures, equipment and software. Requires the ability to perform clerical work involving the use of independent judgement, deal professionally and courteously with the public, and type a minimum of 45 WPM. Must pass a medical and drug screening, and a background check which includes being fingerprinted. Possession of a valid California driver's license and must live within a 35 mile radius of City Hall at the time of appointment.

BENEFITS: There are no benefits available for part time employees.

APPLICATION PROCEDURE: A City of Ripon Employment Application, Typing Certificate, and Resume are required. Applications are available at Ripon City Hall or from our website at www.cityofripon.org. Submit to City of Ripon, 259 N. Wilma Ave., Ripon, CA 95366 or jobs@cityofripon.org. **Application deadline: Wednesday, January 16, 2019. E.O.E**