



**JOB OPENING**

<b>JOB TITLE</b>	<b>Office Assistant/Clerical</b>
<b>POSTING DATE</b>	September 11, 2024
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/Costick Center
<b>EMPLOYMENT STATUS</b>	Part-Time
<b>START DATE &amp; WORK SCHEDULE</b>	<b>09/30/2024 Monday – Friday, 8:30 a.m. – 4:30 p.m., (25 hours per week)</b>
<b>PAY RATE</b>	\$14.00 per hour
<b>PREVIOUS WORK EXPERIENCE</b>	Previous experience working with the public is preferred. Computer experience with Word and Excel.
<b>EDUCATION:</b>	High school graduate or equivalent.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Excellent interpersonal skills, flexibility, patience, ability to multi-task, and a good understanding of older adults.
<b>BASIC RESPONSIBILITIES</b>	Provides excellent customer service in person and over the phone to patrons. Work directly with adults 50 or Better in the costick activity centre. Register classes and programs, input and update membership cards using the Rec Trac system. Assist with parties and special events
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**EQUAL OPPORTUNITY EMPLOYER**