

# Part Time Clerical Aides

- *Until Filled (CST)*
- *401 Market Street, Tomball, TX, USA*
- *Seasonal*

The City of Tomball is accepting applications for the position of Part-time Summer Clerical Aide. This position provides assistance by performing a variety of clerical duties to include filing, scanning, answering phones and other duties which may vary. This position is a short-term temporary job designed to begin in May or June and end in August or September. The position is limited to 1000 hours of work.

## **QUALIFICATIONS:**

- Prior office experience required
- Must possess professional and courteous customer service skills
- Highly proficient in the use of computers and software especially Microsoft Office
- Must be able to successfully pass pre-employment drug screening.

## **SALARY:**

• \$15.00 per hour

**Equal Employment Opportunity Statement** - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.