

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE**

DATE: May 10, 2019

POSITION: **RECREATION CLERK**
(Part-time 16-18 hours/week)

POSITION SUMMARY: Performs a variety of clerical, receptionist, and data entry duties for the Recreation Department. Receives and processes registrations for programs and services offered through the department. Performs purchasing duties for the department. Performs related duties as assigned.

REQUIRED QUALIFICATIONS: High school graduate or equivalent. One year experience performing responsible clerical duties involving extensive public contact. One year training and/or experience in the operation of a computer using Microsoft Office Suite software. Ability to type a minimum of forty words per minute.

DESIRED QUALIFICATIONS: Two or more years' experience performing responsible clerical duties involving extensive public contact. One year related work experience in a Recreation Department.

WAGE RANGE: \$17.95 - \$22.42 per hour

HOURS: Monday-Friday, 11:30 am – 3:00 pm

APPLICATION PROCEDURE: City applications are available at the City Hall Reception Window at 590 40th Avenue NE, Columbia Heights, or by downloading from our website at www.columbiaheightsmn.gov. City applications MUST be completed and returned to the City of Columbia Heights, 590 40th Avenue NE, Columbia Heights, MN 55421 or via e-mail to nbecker@columbiaheightsmn.gov.

SELECTION PROCEDURE: Applicants will be evaluated on the following criteria:

Experience and Training	50%
Oral Interview	50%
Clerical Test.....	Pass/Fail

CLOSING: Applications accepted until 4:30 pm, Tuesday, May 28, 2019.

EOE M/F/V/H

**The City of Columbia Heights does not discriminate on the basis
of disability in employment or the provision of services**