



City of Friendswood

Part-Time Administrative Clerk

Job # 370

NEEDED: Part-time Administrative Clerk, Job #370, in the Administrative Services Department. The salary range is \$12.85 to \$16.07 per hour, DOQ.

DUTIES: Opens, sorts, distributes incoming mail. Collects, seals and stamps outgoing mail. Delivers verbal, written or faxed messages. Collects and distributes paperwork from one department to another. Marks, tabulates and files articles and records. Prepares purchase orders as directed. Orders, receives and maintains office supplies. Assists with preparation of budget document. Provides assistance at central switchboard when requested.

SKILLS AND KNOWLEDGE: High school diploma or GED. Six months to one year experience in related field. Ability to perform simple math problems, divide all units of measure and ability to compute rate, ratio, and percents. This position will remain open until filled. EEO/ADA

Apply at City Hall, 910 S. Friendswood Drive

Friendswood, Texas 77546

Fax 281-482-6491

EEO / ADA Employer