**Town of Dinosaur**

**Temporary Office Staff Position**

**Summary**

To ensure all visitors are taken care of in a friendly, courteous and knowledgeable manner and to provide administrative support to assigned departmental staff.

*Schedule: Approximately 20-30 hours per week, offering flexibility on weekdays.*

**Essential Duties and Responsibilities**

* Provide day-to-day business and administrative support
* Answer incoming calls, respond to emails and greet visitors to Town Hall
* Assist in utility billing and receipting.
* Filing and proper dissemination of paperwork
* Assist staff in scanning and making computer files per the State Retention schedule
* Ensure a cohesive working relationship with all staff, city personnel, public officials and area businesses.

**Minimum Qualifications**

* High School Diploma or General Equivalency Diploma (GED)
* Basic Computer skills, Windows format, Excel a plus
* All new employees must pass a drug test prior to employment

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

**Preferred Qualifications**

Education / Experience:

* High School Diploma or General Equivalency Diploma (GED) and 2 years office experience

Knowledge, Skills & Abilities:

* Ability to prioritize and simultaneously handle a variety of administrative tasks
* Ability to utilize and manage Microsoft Windows, Office, and Outlook
* Excellent customer service and telephone etiquette skills
* Proficient organizational skills
* Ability to work independently and/or in a team environment and with minimal supervision
* Able to carry boxes weighing up to 40 pounds

**Licenses and Certifications**

* Valid State of Colorado Class C Driver License.