

Office Assistant – City of Bentley, Kansas

The City of Bentley, KS, currently has an opening for a part-time Office Assistant for general administrative support in City Hall.

This position is for 15 to 18 hours per week. Salary commensurate with experience and qualifications.

Office duties include but not limited to:

- Primary responsibility to assist the City Clerk with general office duties, cover office hours during any absence of the City Clerk.
 - Answers multi-line telephone and takes/distributes messages to appropriate staff.
 - Serves as point of contact for callers and walk-ins.
 - Serves as City Treasurer, to review and sign payments for invoices.
 - Works with electronic documents (computer applications, scanner, copier, printer)
 - Assists with social media updates and content.
 - Assists with general billings and mailings as trained and directed.
 - Other miscellaneous office duties as assigned.
 - Cross-train with City Clerk as required.
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- ◆ High school diploma or equivalent required, some college training a plus
 - ◆ 1 year or more of office support preferred, but not required
 - ◆ Experience with and knowledge of office multi-line phone systems, general computer applications (Microsoft Word, Excel, etc.) Social media content and communications.
 - ◆ Flexible work schedule

Preferred candidate will possess strong Communication and English skills, have a pleasant and friendly demeanor, and enjoy working with the general public.

Background & Reference check required.

In addition to the application, testing and/or examinations may be required for further consideration on this position.

EOE

How to Apply: You may e-mail your resume to CityofBentley@gmail.com; stop by City Hall at 150 S. Wichita Ave., Bentley, KS, or mail your application to P.O. Box 273 Bentley, KS 67016