



**OFFICE ASSISTANT
POSITION PROFILE**

Schedule: Part Time, As Scheduled – 10 to 20 hours per week

Rate of Pay: \$16 to \$20 per hour, based upon qualifications and benefits

Benefits: IPERS

Supervision: Works under the supervision of the City Administrator

Position Overview: Provides as-needed office coverage as scheduled with the Mayor, City Administrator, or City Clerk

Duties:

- Answer phone calls and walk-in requests
- Process transactions for City services.
- Assist with office tasks
- Other duties may be established based upon the skills and qualifications of the employee

**Please contact City Hall or visit our website to apply.
Applications will be due May 18th by 11:59 PM.**

City Hall
60 Greene St
Riverside, IA 52327

(319) 648-3501

cityadmin@riversideiowa.gov

www.riversideiowa.gov

Disclaimer: All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

The City of Riverside, Iowa is an equal opportunity employer, M/F/Disability/Veteran.