



CITY OF INKSTER JOB DESCRIPTION

Unpaid INTERNSHIP - Administrative Assistant/Receptionist

This Administrative Assistant/Receptionist position provides a variety of support for the City Mayor's Office including typing, filing, and answering phones. This position provides customer service, information, referrals, and assistance to the general public and other departments, maintains various files and records, and performs a variety of clerical tasks.

Essential responsibilities and duties may include, but are not limited to, the following:

- Performs office clerical duties in support of an assigned department or division; receives and directs telephone calls and visitors; provides information on department or division services and operations.
- Acts as a receptionist; answers the telephone and provides information on departmental and City policies and procedures as required.
- Maintains a variety of files and records in assigned department, files in accordance with established filing system.
- Opens and distributes the mail in assigned department; sorts and processes outgoing mail.
- Provides customer service, information, referrals, and assistance to the general public and other departments in reference to assigned area of responsibility.
- Answers queries from general public and referring them to proper City department.
- Provides applicable forms to the public as needed; types, word processes, and proofreads a variety of documents.
- Operates a variety of office equipment including copiers, postage meters, facsimile machines, and computers; input and retrieve data and text; organizes and maintains disk storage and filing.
- Performs related duties and responsibilities as required.

Knowledge

- Principles and practices of filing and record keeping.
- Methods and techniques of word processing.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- English usage, spelling, grammar, and punctuation.

Skills

- Preparing a variety of correspondence and documentation.
- Performing a variety of general clerical work.
- Operating a variety of office machines including a word processor.
- Maintaining a variety of files and records.
- Responding to requests and inquiries from the general public.
- Understanding and following oral and written instructions.

- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

- One year of general clerical support experience preferred. May require lifting up to 15 lbs.

Salary and Benefits

This is an **unpaid position – no benefits.**

Print Name

Signature

Date

City of Inkster is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, protected veteran status or status as an individual with a disability. EOE/Minority/Female/Disabled/Veteran.