

The City of Fruita is seeking a part-time Administrative Clerk to provide clerical support for the Administration Department. Duties include, but are not limited to, answering phones, receiving utility and other payments, balancing receipts on a daily basis, responding to public inquiries and concerns by phone and in person, maintaining files, data entry , and basic word processing. This is a part time position (**approximately 20-25 hours per week**). Applicants must be versatile and have excellent customer service and computer skills. Applicants must have a High School Diploma or GED and at least 6 months of applicable experience and a valid driver's license. Hourly rate starts at \$13.50 depending on qualifications. If you enjoy working with fun people, for a community you can be proud of, and meet these qualifications, we hope that you apply. Submit completed City applications to Human Resources, City of Fruita, 325 E. Aspen, Fruita, CO 81521 by 5:00 p.m. on October 30, 2015. www.fruita.org EOE