**Petal Building Department**

**Part-Time Office Clerk**

We are looking for an efficient office clerk who has the ability to work diligently to help maintain smooth office operations. You will undertake a variety of activities in the office ranging from greeting/helping customers complete applications, filing and answering the phone to basic bookkeeping. You must be reliable and hardworking with great communication skills. The ideal candidate will be familiar with office equipment and procedures.

**Responsibilities**

* Maintain files and records so they remain updated and easily accessible
* Answer the phone to take messages or redirect calls to appropriate employees
* Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
* Assist customers with applications
* Assist in office organization procedures
* Perform other office duties as assigned

**Skills**

* Proven experience as an office clerk or other clerical position
* Familiarity with office procedures
* Working knowledge of office devices and processes
* Must be a competent typist
* Very good knowledge of MS Office
* Excellent communication skills
* Very good organizational and multi-tasking abilities
* High school diploma

**Schedule**

* 24 – 30 hours per week, preferably working on Monday, Tuesday and Friday.

**Experience**

* Office clerk: 1 year (Preferred)

Please apply in person at Petal City Hall, 119 W. Eighth Avenue, Petal, Mississippi 39465.