

Temporary Part-time Archive Project Assistant

OVERVIEW:

The City of Mt. Angel is offering the position of temporary part-time archive project assistant. The pay for this position is \$8.40 per hour, not to exceed a total of 200 hours. Hours and days are flexible and they fall within City Hall's regular business hours and days which are Monday-Friday, 8:00 am to 5:00 pm.

PRE-EMPLOYMENT REQUIREMENTS:

Knowledge of general office and records maintenance practice and procedures; rules of effective English, spelling, usage, grammar and arithmetic. Knowledge of basic word processing programs and operation of standard office equipment. Equivalent to a high school diploma. Ability to work efficiently in an unsupervised setting.

Must have a valid Oregon Driver's license or the ability to obtain one within one (1) month of hiring. A background check will be conducted on all applicants.

JOB DUTIES INCLUDE BUT NOT LIMITED TO:

1. Packing boxes with City records.
2. Cataloging records and creating a labeling and cross-reference system.
3. Moving boxes
4. Filing archived information.
5. Assisting in creating an archive library.
6. Other duties as assigned