



IMMEDIATE HIRE!

Civil Service Secretary City of Brook Park



The Brook Park Civil Service Commission is seeking to hire a part time secretary. The Civil Service Secretary works at the pleasure of the Commission and performs general clerical, organizational and office responsibilities as assigned by the Commission. On a daily basis, the position acts as a liaison between the Commission, various city departments and the community as well as various other entities.

Primary Responsibilities

- Attend evening meetings
- Taking meeting minutes
- Accurately maintaining records
- Process public records requests
- Type and distributing memos
- Creates forms
- Purchase orders for vendors
- Scheduling of examinations

Preferred Skills

- General knowledge of municipal Operation
- General knowledge of record keeping procedures
- Prior experience using MS Office products (Word, Excel, Outlook, Etc.)
- Ability to type by touch
- Ability to work unsupervised

Skills Needed

- Responsible decision making
- Good problem-solving
- Good PC/ general software use
- Excellent interpersonal skills
- Ability to multi-task
- Ability to work well within a team

Forward resumes to the Civil Service Secretary at dbogar@cityofbrookpark.com. Resumes will be accepted till February 15th.

Applicants must be a U.S. Citizen, possess a high school diploma from an accredited high school or a GED, be able to speak and read English fluently and have two years' experience in an administrative, multi-faceted environment, or any equivalent combination of experience or training which provides the required knowledge skills and abilities.

The position is part time and will be Monday through Friday, 16 - 24 hours per week based on need. The pay rate is \$16.28 - \$22.58 per hour based on experience. For application go to the City of Brook Park website at www.cityofbrookpark.com. Questions may be directed to the Civil Service Secretary at (216) 433-7025.

By Order of the
Civil Service Commission

Brook Park is an Equal Opportunity Employer
Encouraging Women and Minorities to Apply.