

**THE CITY OF BLUE LAKE**



# **Job Vacancy**

## **OFFICE ASSISTANT**

**Regular-Part Time**

**32 + Hours per Week (Tuesday-Friday)**

**Sick, Vacation and Holiday Pay; PERS eligible**

**Applications are available at City Hall , or on the City's website at [www.bluelake.ca.gov](http://www.bluelake.ca.gov) (Quick links)**

### **Minimum Requirements :**

**Experience utilizing office equipment and office related software.  
Ability to work flexible hours, including evening hours as necessary.**

**Ability to multi-task and work independently**

**Experience working with the public in a fast paced setting.**

***Position is Open Until Filled; Interviews will be Scheduled as Received***