

Background and Application Instructions for Part-Time Positions

This is to provide a summary on the background behind the hiring for part-time positions and to issue a standard set of application instructions to all interested individuals. All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must pass a drug screen and background investigation.

The Town is currently accepting applications for the following part-time positions:

- Office Assistant
- Utility Specialists

There are no health insurance, vacation/holiday leave time or retirement plan benefits available for part-time positions. Hiring rates depend upon the qualifications of the individual or individuals selected for offers of employment.

The Town will give preference to applicants that have appropriate experience and good people skills.

Applicants are to fill out a Town of Amherst application form available on the Town's web site at www.amherstva.gov and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

Applications will be considered until the positions are filled. Screening interviews will be scheduled as applications are received. Applicants will be subject to background investigation and drug testing prior to hire.

If you are interested in any position, please submit the application form that can be found under the [Popular Links](#) button at www.amherstva.gov.

Office Assistant

Dept: Finance

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work performing basic bookkeeping and accounting work and related clerical services, and related work as apparent or assigned. Work is performed under the moderate supervision of the Finance Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Answers telephone and greets customers; directs them to appropriate party.

Prepares reports and various types of correspondence; maintains files and records.

Assists in the preparation and issuance of utility and tax bills.

Receives payments for utility and tax bills; answers questions from the public in person, via telephone and in writing.

Communicates policies and procedures to the general public.

Assists other departments as needed.

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of Town and departmental programs and policies; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately at a reasonable rate of speed; ability to operate a variety of office and computer equipment; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Education and Experience

High school diploma or GED with coursework in with supplemental coursework in bookkeeping/accounting, clerical arts, or related field and moderate experience in working in an office environment, providing customer service, and handling cash or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic)

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Approved: 10/16/2015

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.