



CITY OF AMES
invites applications for the position of:
CyRide Temporary Office Worker

An Equal Opportunity Employer

SALARY: \$12.00 Hourly

OPENING DATE: 12/10/21

CLOSING DATE: 01/31/22 05:00 PM

GENERAL INFORMATION:

The City of Ames is conducting a recruitment to fill a CyRide Temporary Office Worker position.

Under general supervision, the Temporary Office Worker performs a wide variety of office clerical tasks, including typing, filing and answering the telephone. Meet the public, provide scheduling information and respond to inquiries or requests; greet and screen visitors and give directions as required. Sell bus passes and tickets; receive money and issue receipts. Assist with lost and found. Enter data into computer programs and perform related work as required.

This temporary assignment will last from January 2022 - May 2022. Hours over ISU breaks are optional. Shifts are Monday - Friday from 12:30 PM - 3:30 PM

Open until filled. **First date of Application review will take place on December 20th.** Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to 4 months.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Perform a wide variety of office clerical tasks, including typing, filing and answering the telephone. Meet the public, provide scheduling information and respond to inquiries or requests; greet and screen visitors and give directions as required. Sell bus passes and tickets; receive money and issue receipts. Assist with lost and found. Enter data into computer programs and perform related work as required.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

QUALIFICATIONS:

Education and Experience: High school diploma, HiSet or GED.

Knowledge, Skills, and Abilities: Knowledge of modern office practices and procedures including the utilization of automated technology to enhance office efficiency and effectiveness; considerable knowledge of departmental policies and administrative requirements as they affect clerical

operations and responsibilities. Ability to take initiative to resolve challenging issues and leverage resources as needed.

Skill in written and oral communication. Skill in the application of modern principles of management and supervision. word processing and other office software; skill in operating a computer terminal and other standard office equipment.

Ability to exercise sound, independent judgment in applying policies and procedures to routine situations; ability to establish and to maintain effective working relationships with co-workers at all levels, customers and the general public.

Preferred:

- Previous experience working with office clerical tasks, operations, and responsibilities.
- Prior experience working with the City of Ames, knowledge of and experience working within the city organization.

Preference may be given to candidates possessing qualifications above the minimum.

SUPPLEMENTAL INFORMATION:

Physical and Environmental Characteristics:

Examples of Equipment Used on the Job: Computer terminal and hardware; a variety of word processing, spreadsheet, database, presentation, and specialized software; general office equipment such as copier, files and file cabinets, photocopy machine, and calculator; communications equipment such as telephone and fax machine.

Required Physical Activities: Talking, hearing, walking, reaching, grasping, pushing, pulling, repetitive motions, stooping, kneeling, crouching, standing, sitting, and finger dexterity.

Physical Characteristics of Work: Work requires sitting and/or using various computer equipment approximately 90% of the time, and standing and/or walking 10% of the time. Frequently requires the exertion of up to 10 pounds of force, and infrequently requires the exertion of 10 – 50 pounds of force to lift or otherwise move objects.

Vision Requirements: The minimum standard for those whose work deals with preparing and analyzing data and written information, using a computer terminal, and/or extensive reading.

Environmental Conditions: For most positions in this classification, the worker is not substantially exposed to adverse environmental conditions. In some positions, the worker may be subject to noise, vibration, mechanical hazards, electrical hazards, chemical hazards, or atmospheric conditions that affect the respiratory system or the skin.

Selection Process: The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.cityofames.org/jobs>

Job #21-9405-02
CYRIDE TEMPORARY OFFICE WORKER
TM

OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5199
hr@cityofames.org

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CyRide Temporary Office Worker Supplemental Questionnaire

* 1. This position will work the afternoon shift of 12:30-3:30pm. Will you be available to work this shift all 5 weekdays?

Yes No

2. If you answered no to the question above, please specify all weekdays you WILL be available to work from 12:30-3:30pm:

* 3. Please describe your experience working with office clerical tasks, operations, and responsibilities.

* Required Question