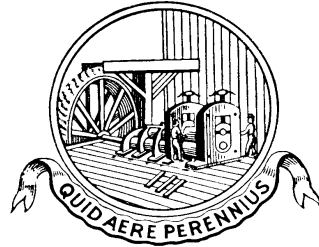


CITY OF WATERBURY



Office Aide

This is a part-time position working in the Waterbury School System 10-months a year during school hours up to 19 hours per week. This position does not provide health insurance benefits. Please refer to SEIU contract for other available fringe benefits by visiting our website at www.waterburyct.org.

The *City of Waterbury* is looking for an *Office Aide* to provide clerical support to school staff.

Qualified candidates must have:
High School Diploma or GED and
Some clerical experience.

Salary: \$13.00/hr.

After 6 month probationary period: \$13.25 / hr.

To apply:

Please ask for a Pink Application at the front desk at:

**Human Resources
Chase Building, 2nd Floor, Room 202
236 Grand Street
Waterbury CT 06702**

OR – Obtain a Temporary Position Application at:

<http://www.waterburyct.org/content/9569/9605/9625/9904/default.aspx>

E.O.E. M/F/D/V

SUPPLEMENTAL INFORMATION

OFFICE AIDE JOB DUTIES:

- Internal interactions with school staff
- Answering Phones
- Faxing and scanning documents
- Opening and Distributing Mail
- Copying
- Filing
- Filling Supplies
- Light Computer Work
- Extra curricular fund raiser activities
- Other routine office duties as assigned

SALARY:

\$ 13.00	Starting
\$ 13.25	After successful completion of six (6) month probationary period.