

# 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](http://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: \$16.35/hr.

### To apply:

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

Human Resources  
Chase Building, 2<sup>nd</sup> 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