



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2179

Open: January 14, 2015  
Closed: When Filled

**JOB POSTING**  
**Customer Service Assistant**  
Part-Time/ 18 hours per week  
Tues/Thurs: 8am – 1pm Wed/Fri: 8am – 12pm  
& Occasional Evenings  
**\$12.09/hour**

**JOB SUMMARY:**

Monitors the Senior Activity Center, greets and interacts with Senior Activity Center members and provides general office support to the Senior Activity Center staff.

**MINIMUM QUALIFICATIONS:**

- One-year certificate from college or technical school and three to six months' related experience and/or training, or equivalent combination of education and experience.
- Must be able to work evenings occasionally.
- Must be able to lift and/or move 10 pounds and occasionally move up to 25 pounds.
- Valid Texas Driver's License.
- CPR certification desired.

**SKILLS AND EXPERIENCE:**

- Ability to operate office equipment such as printers, fax machines, and copiers.
- Working knowledge of computer software programs such as Microsoft Office, Excel, Word, Power point and other relevant programs.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**TO APPLY:**

Application available online on The City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)), City Hall at 2000 Forest Ridge Drive Building B, or the Library at 2424 Forest Ridge in Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*