



2012

2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: January 3, 2012
Closed: January 10,

**INTERNAL JOB POSTING
CLERK TYPIST
PART TIME – 18 HOURS/WEEK
MONDAY – FRIDAY
\$12.09/HR**

JOB SUMMARY:

Provides administrative and clerical support to the Senior Center.

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.
- Valid Texas Driver's License
- Working knowledge of computer software programs such as Microsoft Word, Excel, PowerPoint and other relevant programs.
- Working knowledge of operation of various office equipment (i.e.: printers, fax machines and copiers)
- Keyboarding skills of 45 wpm.

SKILLS AND EXPERIENCE:

- Certification in CPR is desired.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to communicate to individual or groups of customers or employees of organization.
- Ability to read and interpret documents and write routine reports and correspondence.
- Must be able to lift and/or move up to 25 pounds.

TO APPLY:

Candidates must complete an internal application with supervisor's signature, and submit this form to the Human Resources Division. Internal applications are available via city shared computer files @ S: \ READONLY \ HR Forms \ Internal Applications & Forms \ Internal Application.doc or may be obtained from Human Resources. Interested internal applicants may only apply for one position at a time.

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