

**POSITION OPEN
TOWN OF PARKER**

Part-Time Office Assistant

(Monday – Friday approximately 4 hours a day)

The Town of Parker is accepting applications for the position of Part-Time Office Assistant. Will work 19 hours per week at \$12 per hour. Must be able to pass full background check.

Under general supervision, performs a variety of account and/or administrative support activities for Town staff. Knowledge of accounting practices and procedures is beneficial. Basic customer service and courtesy is also beneficial.

Applications and Job Descriptions can be obtained from the Town of Parker Office located at 1314 11th Street, Parker, Arizona 85344. Phone (928) 669-9265 Fax (928) 669-5247.

Closing date: September 18, 2020 at 5:00 p.m.

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An Equal Opportunity Employer