

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following part-time non-career position:

JOB CLASSIFICATION Talent Development Assistant

SALARY RANGE \$15.00 - \$16.00 per hour depending on experience

SCHEDULE Monday-Friday 10am-2pm (maximum 19.50 hours per week)

REPRESENTATIVE JOB DUTIES

- Provide primary Front Desk Receptionist coverage assisting customers
- Provide excellent customer service in-person and over-the-phone
- Greet customers and aid in completing necessary paperwork
- Maintain agency statistics for room activities and services provided
- Enter information into computer database ensuring accuracy of information
- Explain available services and provide room orientations
- Utilize listening skills to identify customer needs and recommend services
- Assist customers registering with online job search banks (www.mitalent.org)
- Review completed forms for accuracy and completeness
- Update files and records; accurately input detailed and confidential information
- Assemble files, folders and packets with program and agency information
- Copy job flyers, job postings and paperwork; shred file folder contents
- Contact customers via phone/email to obtain employment and wage information; type detailed casenotes documenting verification attempt
- Aid customers with all aspects of Internet job search and assist with job search skills
- Perform internet searches for vocational, career and employment-related issues

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Strong customer-service background
- Basic Computer, Email and Internet knowledge
- General office/clerical skills including typing, filing and data entry
- Flexible and easily adapts to changing work situations
- Demonstrates initiative and works well in a team environment

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification, as determined by the City of Southfield.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

LS: 10/07/21.Updated 12/17/2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required