



## **ADMINISTRATIVE TECHNICIAN I**

City of Industry

Salary Range: \$32.76 - \$43.68 per hour

The Administrative Technician I is a temporary part-time position not to exceed 960 hours in a fiscal year. This position performs routine technical and administrative tasks such as supporting and coordinating projects. The administrative Technician I is assigned to the City Managers Department with responsibilities such as City policies, complaints, processing request, reports and assisting the public in person and over the phone.

The ideal candidate has two-years of responsible administrative support, secretarial, and/or clerical experience. Equivalent to possession of a high school diploma with some college coursework in business practices.

**APPLY IMMEDIATELY:** Open until fill. Qualified individuals, submit a City application and resume to: [COIjobs@cityofindustry.org](mailto:COIjobs@cityofindustry.org) Applications may be obtained on the City website at: [www.cityofindustry.org](http://www.cityofindustry.org).