

Office Clerk

Open Competitive Examination

NOTE: Part-time employees are appointed by and serve at the will of the Department Head.

This is a part-time position with limited hours, generally 19 hours per week.

THE POSITION

The City of San Fernando is seeking a highly motivated, energetic, creative, and responsible Office Clerk in our Recreation and Community Services Department.

Under general supervision, performs varied clerical, typing and cashiering duties; provides clerical assistance in specialized work and programs; deals with the public in person and by telephone; assists in office operations and procedures, and performs relevant office duties as needed.

IMPORTANT & ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of clerical work including typing, data entry, filing and recording of information.
- Operates office machines, including computers, typewriters, fax machines, 10 key adding machines and duplicating machines.
- Assists at the public counter, answers telephones, and assists visitors and callers by providing a variety of information where judgment, knowledge, and interpretation of policies and procedures may be necessary.
- Receives and processes incoming and outgoing mail for the department.
- Provides clerical assistance in all aspects of department programs and activities.
- Prepares bulletins, brochures and reports as needed.
- Posts and distributes publicity materials at strategic locations as needed.

IMPORTANT & ESSENTIAL DUTIES

(continued)

- Posts and distributes publicity materials at strategic locations as needed.
- Accepts and processes service request forms and applications, as well as other related documents.
- Prepares and files correspondence, memos, time sheets, sick leave papers and related forms.
- Purchases supplies, processes invoices and maintains records.
- Provides assistance during special events.
- Prepares personnel forms and routine reports for department staff.
- Accepts payment of fees and reconciles accounts.
- Receives phone calls from the public for information or for re-routing within the department.
- Processes requisitions and purchase orders, as well as invoices for warrant register.
- Performs other related duties as assigned.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, principles and procedures.
- Modern office machines and computer software, Internet, E-mail, fax, copier, and 10 key adding machines.
- Sorting, alphabetizing and filing documents, records, reports, forms or other materials.
- Basic office communication skills and telephone ethics.

Ability to:

- Understand and follow written and oral instructions
- Type accurately at a speed of not less than 30 words per minute.
- Maintain effective working relationships with co-workers, supervisors, City officials, and the public.
- Understand and speak Spanish is highly desirable.

EXPERIENCE & TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

- One year of general clerical or secretarial experience is required.
- Knowledge in applicable computer software (Microsoft Office) applications is highly desirable.

Training:

- Graduation from high school or GED equivalent is required.

Special Requirements:

- Must possess a valid California Class C driver's license and as condition of continued employment, as well as maintain insurability under the City's vehicle insurance program.
- Must stay current in field, and acquire all necessary training that new technological changes may present.
- May be required to work a variety of shifts, including weekends and holidays, as needed.

Physical Requirements:

Essential duties require the following physical abilities and environmental conditions:



Ability to sit, stand for long periods, walk, kneel, reach, twist, lean, climb and lift supplies/forms, operate a computer keyboard, calculator, telephone for long periods, and tolerate exposure to vibration, pitch and glare from a computer.

SALARY AND BENEFITS

\$15.94 - \$19.10 per hour

Minimal benefits are applicable.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Division prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at City expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email (personnel@sfcity.org); **OR** you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence and questions to:

**City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340
(818) 898-1221**

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

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INVITES APPLICATIONS FOR

Office Clerk (Part-Time)

Open Competitive Examination

SALARY

\$15.94 - \$19.10 Per Hour

FILING DEADLINE:

**OPEN UNTIL FILLED
Apply Immediately**