

# **Personnel Office Clerk**

Open Competitive Examination

*This is a non-represented, at-will, part-time position with limited hours, generally 18 hours per week, with access to confidential records and privileged information.*

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

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Personnel Office Clerk in our Personnel Division of the Administration Department.

Under general supervision, performs varied clerical and typing duties; provides general clerical assistance in specialized personnel work and programs; deals with the public in person and by telephone; maintains confidential records and assists in office operations and procedures; performs other duties as assigned.

## **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, fax machines, and copiers
- Processes and files correspondences, memos, timesheets, sick leave papers and other personnel forms, as well as assists in maintaining employee personnel files.
- Performs a variety of general office support duties including drafting, typing and proofreading letters, as well as other correspondences.
- 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.

## **IMPORTANT & ESSENTIAL DUTIES**

**(continued)**

- May prepare bulletins, brochures and reports as needed.
- May post job bulletins on the Internet and various professional websites.
- Accepts and processes employment forms and applications, as well as other related documents.
- Purchases supplies, processes invoices and maintains records.
- Assists in the receipt, processing and filing of workers' compensation, liability claims, and reports from employees, the public and third party administrators.
- Assists in coordinating and processing employee sign-ups for employee relations consortium training, as well as other training classes.
- May conduct salary and benefits surveys, as well as create relevant database/spreadsheet to communicate the results.
- Assists in coordinating and processing of employee tuition reimbursement requests and paperwork.
- Assists with annual records retention and transfer.
- May represent the Personnel Office in a wide variety of meetings with employee groups, professional associations, and other local entities as required.
- May coordinate the maintenance of office machines as needed.
- Performs other related duties as assigned.

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

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

## **JOB-RELATED & ESSENTIAL QUALIFICATIONS**

### **Ability to:**

- Deal judiciously with highly confidential information and materials.
- 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. Prior experience in personnel operations 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.
- Work flexible schedule (Monday –Friday) dependent on department needs including early mornings or afternoon.

### **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**

**\$16.47 - \$19.74 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** you may download an application online ([SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now)). Applications may be submitted in person; **OR** via email ([personnel@sfcity.org](mailto:personnel@sfcity.org)); **OR** by regular mail.

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**

## ***Personnel Office Clerk (Part-Time)***

Open Competitive Examination

### **SALARY**

**\$16.47 - \$19.74 Per Hour**

### **FILING DEADLINE:**

**OPEN UNTIL FILLED  
APPLY IMMEDIATELY**

**FIRST REVIEW:  
MONDAY, JUNE 12, 2023**