

## OFFICE CLERK

### 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.

**Parks  
Make  
Life  
Better!** SM

## IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

[SFCITY.ORG/Hiring-Now/#Job-Specs](http://SFCITY.ORG/Hiring-Now/#Job-Specs)

- Performs a variety of clerical work including typing, data entry, filing, and recording of information.
- 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.
- 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.
- Accepts payment of fees and reconciles accounts.
- Receives phone calls from the public for information or for re-routing within the department.
- Performs other related duties as assigned.
- Provides assistance during special events.

## EXPERIENCE & TRAINING GUIDELINES

A typical way of obtaining 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:**

High School graduation or GED equivalent is required.

### **Special Requirements:**

Must possess a valid California Class C driver's license along with car insurance on appointment and as a condition of continued employment. Must have own transportation to travel within City limits. Must be at least 18 years of age.

### **Work Schedule:**

Part-time, 18 to 20 hours per week. Flexible schedule; may be required to work a variety of shifts, including weekends and holidays, as needed.

### **Desirable Requirements:**

Ability to understand and speak Spanish.

### **Physical Abilities & 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.

## COMPENSATION & BENEFITS

**Hourly Salary: \$17.82-\$22.07/hour**

*NOTE: This is an at-will, part-time position with minimal benefits.*

**BILINGUAL BONUS** \$50 per month upon passing Bilingual exam.

**TUITION REIMBURSEMENT** Up to \$1,500 per fiscal year for approved courses.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)

Scan the QR Code

Pick-up at San Fernando City Hall  
(117 Macneil St, San Fernando)



### SUBMIT APPLICATION OR QUESTIONS

TO:

City of San Fernando Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
[Personnel@sfcity.org](mailto:Personnel@sfcity.org) | (818) 898-1221

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.

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. 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.



## 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. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES  
APPLICATIONS  
FOR

## OFFICE CLERK (PART-TIME)

HOURLY SALARY

**\$17.82 – \$22.07**

FILING DEADLINE EXTENDED TO

**NOVEMBER 12, 2024 at 5PM**

