



City of Milpitas

We invite applications for the position of: Staff Assistant (Finance)

Annual Salary Range: \$12.00 - \$20.10 Hourly

Post Date: May 23, 2018, 2018

Close Date: **May 31, 2018, by 5:00 PM**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 339 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas is seeking a friendly, energetic, and highly motivated Staff Assistant with a customer service background, great interpersonal skills, and cashiering experience to join the Finance Department.

This is a temporary, unbenefited position for 3 months, with a possible extension, if necessary. The assigned weekly schedule is Monday – Friday, 8:30 AM – 1:00 PM or 12:30 PM – 5:00 PM.

What You Will Do

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

The Staff Assistant will assist Fiscal Assistants at the front counter, providing customer service and clerical duties which may include the following:

- Answering phone and email inquiries related to Finance
- Assist with filing and various office related projects
- Assist with data entry and records management
- Receiving payments from the public



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Experience and Education

Knowledge of:

- Safe work practices.
- Equipment and tools used in area of assignment.

Ability to:

- Communicate and work effectively with the public.
- Understand and carry out oral and written directions.

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an in person interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application and resume online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.