



We invite applications for the position of:
**DOCUMENT PROCESSING
TECHNICIAN I/II**

Document Processing Technician I: \$58,591 to \$71,239 Annually
Document Processing Technician II: \$64,654 to \$78,605 Annually
Plus a comprehensive benefits package

“Working for the City of Mountain View has been an important and rewarding experience. I’ve always been drawn to public service, and I’m happy to have found a way to use my talents to help make a difference in this community.” –Brooke Espinosa, Document Processing Technician

Why Consider The City of Mountain View?

It’s simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

The City of Mountain View is seeking a dedicated and well-organized individual who is committed to public service excellence to join the Finance and Administrative Services Department, Support Services section. Here is an outstanding opportunity to join a great organization and contribute your talent and energy. We can fill this full-time position with either a Document Processing Technician I or II. This recruitment and selection process may be used to establish an eligibility list from which current and future vacancies for this position may be filled. The detailed job description for Document Processing Technician I/II is available on the City’s website [here](#).

What You Bring

Document Processing Technician I

- Education equivalent to completion of the 12th grade
- One year of full-time clerical experience
- Completion of college coursework in English or a related field may be substituted
- Ability to type 55 net words per minute on a computer terminal keyboard

Document Processing Technician II

- Education equivalent to completion of the 12th grade
- Two years of full-time clerical experience, including typing, work in Microsoft Word, and grammar & punctuation proofreading in a position equivalent to Document Processing Technician I
- Ability to type 55 net words per minute on a computer terminal keyboard
- College course work in English or a related field is highly desirable

Who You Are

- You work well in a fast-paced, team-oriented environment and can concentrate despite noise and activities within the work area.
- You have an excellent understanding of English language usage including grammar, punctuation and spelling and a basic understanding of mathematics.
- You can prioritize workflow, multi-task various job functions and maintain efficiency to meet tight deadlines.
- You enjoy learning and using various computer software programs; proofreading and editing; referencing dictionaries, handbooks, and other reference materials to think through and address questions.
- You are proficient using PCs and various software packages.
- You are patient and you enjoy helping your colleagues.

What You’ll Do

- Type and edit materials including letters, memos, reports, agendas, minutes, mailing lists, handbooks, brochures, manuals, press releases, newsletters, presentations, legal documents and other complex documents taken from handwritten or typed materials.
- Format and cleanup electronically transferred documents and determine proper format, grammar, spelling and punctuation.
- Revise and create forms using Portable Document Format (PDF) files.
- Proofread, edit and revise processed documents and assume responsibility for document accuracy.
- Utilize document processing and desktop publishing equipment with accuracy and speed.
- Maintain accurate recordkeeping systems for efficient retrieval of system-filed documents.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Employee appreciation days and activities
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

Are You Ready? Apply.

Submit your application, supplemental questionnaire and valid typing certificate certifying the ability to type 55 net words per minute online at www.calops.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. **All documents must be submitted for your application to be considered.** More information regarding typing certificates is available on the City's website [here](#). Application materials will be screened on a continuous basis with a first application review date of **Tuesday, October 23, 2018**. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early!

Interview Process

The most appropriately qualified candidates will be invited to the following process: a Skype interview, an exam and an oral board interview (weighted 100%). Depending on the number of applicants this process may be altered. Candidates who pass the oral board interview may be invited to interview with the Finance and Administrative Services Department staff for a more in-depth discussion regarding the position.

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

CITY OF MOUNTAIN VIEW
DOCUMENT PROCESSING TECHNICIAN I/II
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Please describe your experience using Microsoft Word. Include specific details on how often you use Microsoft Word in your current or previous work experience, what types of documents you specifically use it for, and the complexity.
2. Please provide specific detail of your experience with proofreading and editing highly complex documents. Include the type(s) of computer software you used to perform these tasks.