



We invite applications for the position of:
**COPY CENTER ASSISTANT (HOURLY
LABORER)**
\$16.94 to \$24.86 Hourly

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

We want a highly **motivated, reliable, and skilled** individual to join the Finance and Administrative Services Department for the position of Copy Center Assistant (Hourly Laborer) with the City of Mountain View. This is a part-time, non-benefited position.

What You Bring

- Equivalent to the completion of the 12th grade
- Knowledge of and experience working with office equipment
- Possession of a valid California Class C driver license (selection process includes a 10-year DMV printout)

Who You Are

- You have **excellent customer service skills**
- **You have the ability to work well under set deadlines**
- You know how to talk to people and work in a team setting.
- You have a **willingness** and ability to **learn** new things.
- You welcome **responsibility** and aren't afraid to ask for clarification when unsure about what's expected.
- You are **detail oriented** and **observant**. You are on the lookout for what needs to be done and the best way to do it.
- You are a **responsible** worker who understands the importance of confidentiality.

What You'll Do

- Assist with the utility billing process by sorting and stuffing multi-cycle mailings
- Sort interdepartmental mail; meter outgoing City mail
- Operate office equipment and assist in troubleshooting technical issues
- Assist in maintaining the City's pool cars including gathering mileage information and maintaining cleanliness

Schedule

- Tuesday through Thursday from 1-5pm (12 hours per week)

Are You Ready? Apply.

Submit your application and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will end either on **Friday, January 18, 2019, at 5:00 p.m. or after 50 applications** have been received, whichever occurs first. Apply early! Contact Human Resources at (650) 903-6309, or Ann Mehta at (650) 903-6296 with any questions.

Interview Process

Candidates with the most relevant qualifications will be invited to a department interview.

Fine Print.

Must have the physical ability to lift objects up to and occasionally in excess of 50 pounds. Selection process includes a 10-year DMV printout and a medical evaluation.

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.

Prior to hire, candidates will be required to successfully complete an extensive pre-employment process, including proof of a negative TB test within the last two years, reference checks, 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
Copy Center Assistant (Hourly Laborer)
Supplemental Questionnaire

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

1. Do you have customer service experience? If so, please briefly describe your experience including years of experience and the scope of responsibilities.
2. Please describe your experience working with office equipment? If no experience, indicate N/A.
3. Are you available to work at least three days a week for a maximum of 12 hours? If so, please list your availability. Be specific.
4. Do you currently have possession of a valid California Class C Driver License and maintain a good driving record? (selection process includes a 10-year DMV printout)
 - a. Yes
 - b. No