



City of Mountain View

Now accepting applications for:

COPY CENTER ASSISTANT (HOURLY LABORER I)

\$20.22 TO \$29.67 HOURLY

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

APPLY NOW!

Submit your application and resume online at caloops.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will be open continuous until filled. The most appropriately qualified candidates will be invited to a department interview. This recruitment is subject to close at any time. Depending on the number of applicants this process may be altered.

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>

What's the Role?

We're looking for a highly **motivated, reliable, and skilled** professional to take on the role of Copy Center Assistant (Hourly Laborer I) with the City of Mountain View. You will join a **fast-paced, dynamic team environment**, providing Copy and print services within the Finance and Administrative Services Department. This is a part-time, hourly, non-benefited position.

Schedule:

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

The Essentials

- 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).

Bonus Points

- One year of clerical and/ or copy center experience.
- Familiarity with postage, mailing machines, and high-speed copiers is highly desirable.

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.

Are We a Match?

- 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.

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department 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 an extensive pre-employment process including, reference checks, 10-year DMV printout, medical evaluation, 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.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.