



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

# ADMINISTRATIVE CLERK

#20C-14

(CASUAL/HOURLY)  
15-40 hours per week

**SALARY:**  
**\$15.38-\$30.00 hourly**

Continuous (1<sup>st</sup> review on March  
30, 2020 or after the first 30  
qualified candidates)  
(Opened 3/9/20)

### Application Process

Apply online at  
[www.CalOpps.org](http://www.CalOpps.org)  
Member Agency: Redwood City

Candidates with a disability, which  
may require special assistance in any  
phase of the application or selection  
process, should advise the Human  
Resources Division upon submittal of  
application.

### Selection Process

All applications will be reviewed for  
neatness, accuracy, completion,  
relevant education, experience,  
training and other job related  
qualifications. The most qualified  
applicants will be asked to participate  
in the testing process, which will  
consist of an interview with Community  
Development and Transportation staff  
and City Manager staff.

### ABOUT THE CITY



The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City

formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

### ABOUT THE POSITION

The City of Redwood City invites you to apply for the casual position of Administrative Clerk for the Community Development and Transportation Department and City Manager's Office. This employment opportunity is excellent for a well-organized "people person" seeking variety and challenge.

This position has the responsibility for a variety of administrative support functions as needed. Typical duties include, but are not limited to: answering and directing telephone calls; interaction with the public, taking and responding to messages as directed, providing administrative support such as filing, data entry, and preparing correspondence, assist with the preparation of Boards and Committee materials, updating documents, scheduling meetings, maintaining calendars, assist with records management, processing mail, and assisting staff with projects as needed.

This Administrative Clerk position is a non-benefited casual position. This casual position will be utilized for vacation relief and work overflow on a part-time or full-time basis, the work schedule will vary (as needed) between 15-40 hours per week, not to exceed 1,000 hours in a fiscal year.

### THE IDEAL CANDIDATE

Will embrace the City's emphasis on providing excellent customer service; will understand need for confidentiality; will be able to manage multiple tasks; possess well-developed customer service, organizational, and computer skills; will be a team player who likes working with a variety of City staff and the public, and have a sense of humor. Bilingual abilities (Spanish/English) is a plus but not required.

### MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Education & Experience

Education equivalent to completion of the twelfth grade. At least one to two years of experience performing typing and general clerical work is highly preferred.

#### Licenses & Certificates

- Possession of, or ability to obtain, an appropriate valid California driver's license.



## BENEFITS

- This is a non-benefited casual position.
- Casual employees will receive sick leave in accordance with State Law.
- Casual employees may not work more than 1000 hours per year.

## CITY VALUES

### Our Core Purpose:

Build a Great Community Together

### The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

### Knowledge of:

- Microsoft desktop applications including Word, Excel, Outlook and PowerPoint
- English usage, spelling, grammar and punctuation
- Office methods and practices including telephone techniques and computers
- Operation of standard office machines
- Processing of accounts payables and updating Excel spreadsheets

### Ability to:

- Provide excellent customer service
- Perform responsible clerical work with speed and accuracy, exercising initiative and independent judgment as appropriate
- Manage a variety of assignments with multiple deadlines
- Understand and carry out both oral and written directions
- Coordinate work with other staff as assigned
- Establish and maintain cooperative work relationships
- Type at a speed necessary for adequate job performance
- Exercise judgement in records management
- Maintain confidentiality

**A City application is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check

**The City of Redwood City is proud to be an Equal Opportunity Employer!**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.*