



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## ADMINISTRATIVE CLERK

#2690

(CASUAL/HOURLY)  
15 - 19 hours per week

### SALARY:

**\$16.00 / Hourly**

**Closing Date 9/23/19 at 5:00pm**

(Opened 8/22/2019)

### 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 the Fire Department.



### 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. This employment opportunity is excellent for a well-organized "people person" seeking variety and challenge. Applications received may be considered for opportunities in all City departments including an immediate opportunity in the **Fire Department** (on-going position where hours vary based on business need).

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; providing administrative support such as filing, data entry, and preparing correspondence, updating documents, schedule meetings, 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 or work overflow on a part-time or full-time basis, the work schedule will vary (as needed) between 15 - 19 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 – two years of experience performing typing and general clerical work is highly preferred.

#### Licenses & Certificates

- A valid California Driver's License and satisfactory driving record is highly desirable.



## BENEFITS

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

## 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
- Maintain confidentiality
- Perform responsible clerical work with speed and accuracy, exercising initiative and independent judgment as appropriate
- Understand and carry out both oral and written directions
- Treat all information as confidential
- Coordinate work with other staff as assigned
- Establish and maintain cooperative work relationships
- Type at a speed necessary for adequate job performance

**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

**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.*