

CITY OF SOUTH SAN FRANCISCO

EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

City Clerk Records Technician

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | FRIDAY, FEBRUARY 13, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org



SALARY RANGE: \$84,988.00 - \$103,313.00 annually

The City Clerk's Office is the archivist of City records and provides public information and responds to requests for public record information, certifies and distributes ordinances and resolutions as appropriate and/or legally required, publishes and posts legal notices, processes claims and lawsuits, and is responsible for the maintenance and distribution of the South San Francisco Municipal Code.

POSITION | The ideal City Clerk Records Technician is a highly motivated, reliable, and detail-oriented professional who thrives in a fast-paced and collaborative team environment. This position is distinguished from all other clerical positions in that it is assigned to the Office of the City Clerk and provides organization and maintenance of the City's Document Management System. The ideal candidate will provide high-level customer service and have exceptional organizational skills, diligence and timely communication and responsiveness, ensuring a high-quality work product. This individual will possess well-developed records management skills and have the ability to manage multiple responsibilities, prioritize effectively, and self-monitor assigned tasks. Additionally, the ideal candidate will be adept at handling sensitive information, interpreting policies, and managing complex records with precision while providing excellent customer service to both the public and internal staff. This position requires a work schedule of Monday – Friday from 8:00 am – 5:00 pm in the office.

QUALIFICATIONS | Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of records management or general clerical records related experience and experience in dealing with the public. Experience in a City Clerk's Office is preferred. Experience with optical imaging and/or audio recording equipment is preferred.

Training: Equivalent to graduation from high school, including or supplemented by courses in word processing, computer operation, and office practices. Six months of additional experience as described above may be substituted for the supplemental training.

Licenses and Certificates: Possession of, or ability to obtain and maintain, a Notary Public certification within one year of employment.

SELECTION PROCESS | The process will first consist of a review of applications. Applicants whose submitted applications demonstrate knowledge, skills and abilities in alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, which will consist of the following steps:

1. Written Examination | The written examination is tentatively scheduled for Wednesday, March 18, 2026 and will assess clerical knowledge, reading comprehension, written communication, mathematical ability, and interpersonal relations. A minimum passing score of 70% on the written examination is required. Note: Achieving the minimum passing score does not guarantee advancement to the next phase. Only the top-scoring candidates from among those who pass the written examination will be invited to participate in the oral panel interview.

2. Oral Panel Interview | Candidates invited to this phase will participate in a structured oral panel interview, tentatively scheduled for Thursday, April 9, 2026. A minimum passing score of 70% for the oral interview is required.

Candidates who meet the minimum passing criteria on both the written examination and oral panel interview as noted above will be placed on the Eligible List. A candidate's final score will be calculated by combining results from both phases of the process as follows:

- Written examination: weighted at 40% of the final score
- Oral panel interview: weighted at 60% of the final score

Top scoring candidates on the Eligible List will be invited to the next phase of the selection process which will consist of the following: a departmental interview.

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This announcement is meant only as a general description guide and is subject to change. It does not constitute an expressed or implied contract.

Posting of January 2026.