



The City of Simi Valley is accepting applications for: **Office Assistant I/II**

This recruitment is open until filled and may close at any time. The first review of applications will occur on **March 19, 2018, or when 75 applications are received**, whichever occurs first.

Salary: \$16.84—21.39 per hour, plus excellent benefits.

The Position: Under supervision (Office Assistant I) or general supervision (Office Assistant II), performs a wide variety of clerical and administrative duties in support of an assigned area; responds to requests from the general public; and types various documents and verifies data for accuracy.

The ideal candidate will possess:

- Excellent customer service skills
- Ability to stay organized and prioritize multiple tasks
- Ability to maintain confidentiality
- A calm demeanor and ability to communicate with diplomacy and tact
- Ability to work in a fast-paced environment
- Ability to perform data entry quickly and efficiently

Schedule may include nights, weekends, and holidays.

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

Education: Equivalent to the completion of the twelfth grade.

Experience:

Office Assistant I: Some general clerical experience is desirable.

Office Assistant II: One year of general clerical experience related to assigned area and at a level comparable to an Office Assistant I with the City.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

**AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING
WORKFORCE DIVERSITY**

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

How to Apply: Apply online at www.Calopps.org. Questions?

Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743. Resumes are not accepted in lieu of the City's application.

Benefits: (Benefits are pro-rated for part-time) **Defined Benefit / Pension Plan:** Retirement benefits calculated based on employee's years of service, age at retirement and final compensation (average salary over a specified period of employment); **Deferred Compensation:** 457 available with immediately vested City match and/or contribution; **Basic Life Insurance for employees and their dependents:** provided at no cost; option to purchase additional life insurance at our group rate is available; **Annual Leave:** Vacation & sick leave combined into one account; **Paid Holidays:** 11 paid holidays per year; **Annual Leave Cash Out:** Employees can cash out accrued annual leave; **Alternative Work Schedules:** Many positions offer a 9/80 schedule with alternative Monday or Friday off; **Tuition reimbursement:** Reimbursement for tuition and textbooks; **Coverage Start:** Health, Dental and Vision coverage beginning the 1st of the month following hire date; **Simi Flex Dollars:** Generous City contribution which in most cases covers the full cost of family health plan premium; **Health Plan:** Choice of multiple PPO and HMO options from Anthem, Blue Shield, Health Net, Unitedhealthcare and Kaiser; **Prescription Drug Plan:** Major retail options and mail order program; **Dental Plan:** Choice of PPO or HMO from Delta Dental; **Vision Care:** Provided by VSP for exams and eye wear; **Employee Assistance Program (EAP):** Confidential counseling and referral service to help employees and their household members resolve personal problems, provided by MHN; **Optional Insurance from AFLAC:** Available plans include accident, cancer, hospital and critical care.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Office Assistant

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Resumes will not be accepted in lieu of this form. Please answer the following questions. Print or type your responses on another sheet of paper.

Answers to these questions may be evaluated and scored to determine the best qualified candidates to continue in the selection process. Be specific and thorough in answering the questions and do NOT indicate "See Resume" or "See Application". Applications submitted without responses or with limited responses may not be considered for this position. Please note all information provided on your application, including these questions, are subject to verification.

1. I have read and understand the instructions.
 - Yes
 - No
2. Describe where (employer) and when (dates) you gained clerical experience.
3. Do you have any law enforcement or criminal justice experience? If so, please list where (employer) and when (dates) you gained this experience.
4. Describe your experience filing, keeping records, and working with a records management system.
5. Please list your experience performing data entry. List types of databases you have worked with.
6. Describe your computer skills relating to Microsoft Word, Excel, Outlook, etc. and describe the duties you performed with this software.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Name (signature)

Date