



Senior Office Assistant

City Clerk's Office

Part-Time Employment (30 hours per week)

\$18.29 - \$22.28 per hour

Eligible for part-time benefits after completion
of 1000 hours worked within one year.

245 E. Bonita Avenue
San Dimas CA 91773

DEADLINE TO APPLY: Friday July 26, 2019 at 4:30 p.m.

JOB SUMMARY

To perform a wide variety of office support duties which may include reception, typing, data entry, record keeping, and filing.

REPRESENTATIVE DUTIES

1. Perform general clerical duties related to support the City Clerk's Office.
2. Perform a wide variety of clerical work including filing and recording information.
3. Type, proofread and process a variety of documents including general correspondence, forms, memos, statistical charts and specialized documents from drafts, notes, verbal instruction or dictated tapes using a computer.
4. Review documents for accuracy, completion and conformance to established procedures.
5. Utilize personal computers and computer software to perform word processing and spreadsheet functions; prepare and maintain computerized reports.
6. Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.
7. Answer the telephone, wait on the general public, provide information related to department, policies and procedures, make appointments and announce callers.
8. Receive, sort and distribute incoming and outgoing mail.
9. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
10. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Operation of standard office equipment including computer and computer software.
2. English usage, spelling, grammar, and punctuation.
3. Office practices and procedures including filing system and basic record keeping.
4. Business letter writing and typing formats.
5. Organization policies, procedures and operating details related to the City Clerk's Office.
6. Basic mathematics.

Ability to:

1. Organize and maintain accurate records and files.
2. Learn the operation, policy and procedures of a municipal government.
3. Type accurately at a minimum of 40 words per minute.
4. On a continuous basis, sit at desk and/or stand at counter for long periods of time. Hear and talk with the public, read presented documents, write or use keyboard to communicate through written means; run errands; intermittently twist and reach office equipment.
5. Intermittently review documents related to department operations; observe, identify and problem solve; understand, interpret and explain department policies and procedures to the public and staff.
6. Perform clerical work that may require use of some independent judgment.
7. Understand and carry out both oral and written directions.
8. Make basic mathematical calculations accurately.
9. Operate a variety of office equipment and computer software.

EXPERIENCE AND EDUCATION

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:

Experience:

One year of general clerical experience. Experience providing administrative support to a City Clerk's Office is desirable, but not required.

Education:

Minimum of graduation from high school or the equivalent.

License or Certificate:

A valid Driver License issued by a state Department of Motor Vehicles.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less. Specific vision abilities required by this job include close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions and the noise level is usually quiet.

SALARY AND PART-TIME BENEFITS

The starting salary for this position may be at any of the five steps in the salary range of \$18.29 - \$22.28 per hour, depending on the appointee's qualifications. An appointee starting at other than the E step will be eligible for a step increase annually.

Once an employee works 1000 hours within one year then he/she will be eligible for partial benefits. Part-time benefits include:

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. Employee pays 50% of the normal cost rate on a pretax basis to be calculated by CalPERS.

Employees who are current members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. Employee pays 7% of CalPERS contribution.

Health Benefits: San Dimas provides a \$723 per month cafeteria plan for health, dental and vision insurance. The City also pays for long term disability and life insurance programs for employees.

Leave Benefits: 56 hours paid vacation per year, 48 hours annual sick leave, 12 paid holidays, (Holidays will be paid at half of the hours you are normally scheduled to work that day).

Retiree Health Savings Account: The City has a program where employees can achieve a triple tax-free savings program for health insurance costs at retirement or separation.

Deferred Compensation: The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$100 monthly for employee contributions to the offered Section 457 deferred compensation plans.

Additional Benefits: Additional benefits include membership to a federal credit union, computer loan program, Employee Assistance Program, membership to San Dimas Recreation Center and a Section 125 benefits program.

HOW TO APPLY

A City of San Dimas application must be submitted and may be completed online by visiting the City website at www.cityofsandimas.com. Questions may be directed to Human Resources at (909) 394-6211, kfrey@sandimas.gov, or 245 E. Bonita Ave., San Dimas, CA 91773. A resume may be attached to the application, but does not substitute for a completed City application. **Every applicant is not interviewed.**

ABOUT THE CITY

San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino, at the base of the San Gabriel Mountains. Excellent access to freeways offers a centralized location from which to enjoy Southern California's many cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's four departments (Administration, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.

STATEMENT OF NONDISCRIMINATION

The City of San Dimas, California advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit-based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)