



The City of East Palo Alto

Is seeking for a:

Temporary Employee - Office Support

Hourly Salary: \$24.1657 - \$27.7452

THE POSITION:

This classification performs duties of a temporary nature for a period not to exceed one year. Appointment to these positions is at will with no right to continued employment. Temporary Employees are paid hourly, are classified under and do not receive benefits.

Positions in this classification are categorized according to their functional responsibilities and pay for each position will generally equal the salary range in the most similar classification at the time service is begun. Working hours may vary between 20 to 40 hours per week based on departmental needs.

THE IDEAL CANDIDATE:

Individuals in this classification do not have specifically assigned duties, but will assist with a backlog, special project, seasonal work or work that exceeds the limitations of regular employees. Incumbents are scheduled to work according to the needs of their particular department.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience performing clerical work in an office environment. Bilingual proficiency is desired.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

HOW TO APPLY

To be considered for this employment opportunity, please complete the City Application.

Go to: <https://www.calopps.org/city-of-east-palo-alto> to apply online.

If you have any questions, please contact: Irma Martinez, HR Technician
(650) 382-8719 * imartinez@cityofepa.org

For additional information visit our website: www.cityofepa.org

Final Filing Date: OPEN UNTIL FILLED