**WORKING CONDITIONS/BENEFITS:**

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 10 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

Health Insurance—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Cigna Dental Plan.

Long Term Disability Insurance—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of $4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of $25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to $300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement—Miscellaneous employees are members of the Public Employees’ Retirement System and are covered under the 3% at age 60 formula (Class B Employees) and 2% at age 62 (New Employees) effective 1/1/13 per the California Public Employees’ Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS as provided by the California Public Employees’ Pension Reform Act of 2013 (PEPRA).

**GENERAL INFORMATION**

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager’s Office, 333-50th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation back x-ray.

**FILING APPLICATIONS:** File your completed application on calopps.org or with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interface mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a complete record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

**SPECIAL TESTING NEEDS:** If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached. This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

**INFINAL FILING DATE:** January 6, 2021

**APPLICATIONS:**

- To apply online, visit www.calopps.org
- Résumés are not accepted in lieu of a City of Daly City application.
- Interviews: January 20, 2021

**HUMAN RESOURCES DEPARTMENT**

**CITY OF DALY CITY**

**105 85th Street, Daly City, CA 94015**

**THE CITY OF DALY CITY**

INVITES APPLICATIONS FOR

(Not Civil Service, 40 hours/week)

**ADMINISTRATIVE ASSISTANT-**

Department of Library & Recreation

**SALARY:**

$2750-2888-3032-3184-3343 biweekly

$3598-6257-6569-6898-7243 monthly

Full benefits as provided by the California Public Employees’ Pension Reform Act of 2013 (PEPRA)

**FINAL FILING DATE:**

January 6, 2021

Office: (650) 991-8828

Hearing impaired: (650) 991-8282

Office hours: 8:30 am - 5:00 pm, Monday-Friday except holidays
DEFINITION
Under general direction of a Department Head, an Administrative Assistant performs a variety of responsible, confidential, and complex clerical, administrative, and office management duties; supervises, coordinates, and evaluates clerical functions in the department; and performs other related duties as required.

EXAMPLES OF DUTIES
Assist the Department Head by carrying out administrative assignments as directed; use independent judgment in decision making; interpret and enforce departmental rules, regulations, policies, procedures, and operations and understand the department's organizational structure; compose, prepare, edit, and type items such as letters, staff and statistical reports, contracts, specifications, bulletins, memoranda, and minutes of meetings; take dictation and transcribe accurately from written notes, dictating machines, or tape recorders; take "action" minutes at board or commission meetings; operate a variety of office equipment; supervise, train, and evaluate other departmental clerical employees; organize and assign departmental clerical work; ensure the accuracy, proper format, neatness, completeness, and compliance with established standards of reports, letters, records and other written material; maintain and/or coordinate departmental budget expenses and reconcile them with computer reports; assist in the preparation of the departmental budget; maintain departmental personnel files, time sheets, and payroll, vacation, and sick leave records; submit accurate time reports for department personnel; maintain "reminder" and departmental files for correspondence, reports, and specialized information; may receive and transmit radio messages from and to personnel working in the field; screen and route telephone calls, correspondence, and visitors for the Department Head; answer routine inquiries for general information in person and over the telephone.

MINIMUM QUALIFICATIONS
Knowledge of: Correct grammatical usage, accurate spelling and proper punctuation; basic vocabulary; modern office methods, practices and procedures; alternative types of filing systems; proper business letter and report writing format; office machines and equipment including computers; computer software including word processing and spreadsheets; and general bookkeeping methods.

Ability to: Learn and follow City and departmental rules, regulations, policies, procedures, operations, organizational structure, manuals, and other written directives; exercise good judgment and make sound decisions; learn the basic functions and responsibilities of all City departments; carry out administrative details and compose correspondence without direct supervision; make quick and accurate mathematical calculations; prepare and maintain departmental files; supervise clerical workers; organize, coordinate and complete a large variety and quantity of secretarial work in a department; work long hours as required to complete high priority assignments within established deadlines; keyboard from clear legible copy at a speed of 60 words per minute; and take dictation and transcribe it accurately; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to pressure, respond in a positive manner to work, and perform duties on a regular and consistent basis.

Experience: Four years of increasingly responsible clerical and public contact experience, which includes at least 2 years in a position supervising full-time clerical employees.

Education: Graduation from high school or equivalent.

Substitution: Completion of 60 college or university semester units in a business or related curriculum or 2 years of full-time business or secretarial college credits can be substituted for non-supervisory required experience on a year-for-year basis up to a maximum of 2 years.

City of Daly City
Prequalification Questionnaire for Administrative Assistant (Department of Library & Recreation Services)

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire will disqualify you from further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online

Yes ☐ No ☐

1) Do you have a high school diploma or possess the equivalent?

2) Do you have four (4) years of increasingly responsible clerical and public contact experience?

3) Do you have at least two (2) years of experience supervising full-time clerical employees?

Signature: ___________________________

Date: ___________________________