



# Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

## *Clerical Assistant I – Community Services*

**Part -time**

**PAY RATE: \$11.00-\$12.73 Hourly**

Up to 28 hours per week– Normally scheduled to work Monday through Thursdays, hours to be determined.

**APPLICATION PROCEDURE:** A City of La Verne employment application form may be obtained from the Community Services Department or the Personnel Office in City Hall, 3660 “D” Street, La Verne, CA. Application is not available online.

**FILING DEADLINE:** Must be received at the Personnel Office **by 5:00 p.m., Wednesday, July 25, 2018.**

### THE CITY



The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. La Verne is a city of more than 30,000 residents and a well-balanced community with a good mix of residential, commercial, and industrial features. La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them and oversee a total annual budget of over \$56 million. La Verne is a "close knit" community that is home to many fine institutions and facilities which include the University of La Verne (founded in 1891), Brackett Airport, and fine public and private

schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small town charm.

The City is interested in hiring an individual who exemplifies the values that make La Verne a safe, desirable, and engaged place to live.

### THE POSITION

Under supervision, performs a wide variety of general clerical duties including operating a computer, answering multi-line phones, assisting the general public in registering for recreational activities, and sorting and filing documents. Also composes routine correspondence demonstrating skills in spelling, vocabulary, grammar, and punctuation. Performs related duties as assigned.

## DESIRABLE QUALIFICATIONS

Must be 18 years of age and possess a High School diploma or equivalent. Related work experience that has provided the applicant with the following skills and abilities: typing 40 WPM; computer data entry; ability to read and write in English; ability to operate a variety of office equipment, i.e. copier, fax machine; and have the ability to maintain good customer relations and effective working relationships with co-workers and supervisors.

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications that most closely match the minimum qualifications will be invited to participate in the examination process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Candidates who receive a passing score at the appraisal interview will be placed on an eligibility list. Prior to hire, successful candidates will be required to undergo a medical examination (including drug screen). Prior to appointment, successful candidates must provide, at their own expense, a certificate verifying typing speed.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application. Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.



In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

**PERSONNEL OFFICE (909) 596-8726**

**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org)**

**Equal Opportunity Employer**