



EMPLOYMENT OPPORTUNITY

Clerical Assistant (Community Center) Community Services Department

Salary: \$2,578 monthly / G4
Filing Deadline: 5:00 PM, Wednesday, October 7, 2020

*The City of El Centro is seeking to fill a vacant full time position of Clerical Assistant in the City of El Centro Community Services Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above. * A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; www.cityofelcentro.org*

Summary: Under general supervision provides clerical support to divisional and departmental staff; types documents and provides telephone and receptionist coverage; maintains records related to the department to which assigned; and performs related responsibilities as required.

Distinguishing Characteristics: This is the entry-level administrative classification assigned to various departments. This position receives general supervision by a Staff Assistant or Division Head to whom assigned and provides clerical support to division personnel or designated personnel in a larger department. Responsibilities may include performing assigned projects, providing general information to the public and other support work. Work assignments require frequent interaction with the public, division heads and other employees.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Answers telephones and provides customer service at the department counter.
- Screens calls and visitors and refers them to department staff or takes messages.
- Receives, opens, sorts and distributes incoming mail; prepares outgoing mail for delivery.
- Performs a wide variety of clerical work including maintaining accurate and detailed records.
- Drafts, types, formats and proofreads a variety of documents for format, grammar, punctuation and spelling.
- Proofreads materials for accuracy, format and for grammar, punctuation and spelling.
- Gathers, prepares and verifies the accuracy of data for input.
- Files and maintains departmental forms, invoices, letters, records and reports.
- Compiles routine logs and tables for departmental budget and administrative reports and activity records.
- Drafts, types and prepares routine memorandums, correspondence, reports and forms relating to the department to which assigned.

- Prepares copies and distributes a wide variety of reports, letters, and memorandums; ensures proper filing of copies in departmental files.
- Verifies, files and maintains departmental forms, letters, invoices, records and reports.
- Compiles routine logs and tables for departmental budget and administrative reports.
- Maintains inventory of and orders office supplies.
- Performs departmental specific duties, which vary depending on department to which assigned.
- May assist a recording secretary to a board or commission and attend their meetings.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of clerical practices and procedures, including the use of standard office equipment.
- Knowledge of business correspondence, letter writing and format.
- Knowledge of proper English grammar, spelling and punctuation.
- Knowledge of records management principles and practices.
- Knowledge of basic principles of record keeping and cash handling.
- Skill in the operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations and other related areas.
- Skill in the operation of modern office equipment.
- Ability to effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Ability to provide a high level of customer service to the public, City staff and others, in person and over the telephone.
- Ability to understand and follow oral and written directions.
- Ability to set priorities, meet deadlines and follow-up on assignments.
- Ability to enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Ability to maintain confidentiality.
- Ability to proofread documents.
- Ability to learn and understand procedures, policies and regulations related to the department to which assigned.
- Ability to learn and understand basic organization and functions of a public agency.
- Ability to organize and maintain office filing systems.
- Ability to establish effective working relationships with City personnel, employees, vendors, contractors and the general public.
- Ability to communicate effectively with others, orally and in writing.
- Ability to work independently or as a team member.

MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent.
- One (1) year of clerical support experience.
- Must possess State of California Driver's license and acceptable driving record.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed in office environments with minimal exposure to inclement weather, and varying temperatures.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person and on the telephone.
- Required to communicate verbally and in writing.
- Required to interact with a variety of people.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 15 pounds.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.