



City of Hesperia
Promotional/Competitive Opportunity

OFFICE ASSISTANT
Current Vacancy – Animal Control

This recruitment will assist to establish an eligibility list for current and future vacancies.

(\$3,637 - \$4,434 per month)

FINAL FILING DATE: TUESDAY, MAY 10, 2022

INTERVIEW DATE: THURSDAY, MAY 12, 2022

(Human Resources will provide each employee with an interview time)

Duties: The ideal candidate will be required to provide excellent customer service and assist the general public, by phone, mail, and in person; directs inquiries, provides information on department policies and procedures and receives and forwards complaints accordingly. Receives, processes and checks for accuracy and the completeness of related applications, petitions, and pertinent documents. Prepares and proofreads routine correspondence and minutes for meetings from drafts, hand written notes, general verbal instructions, and transcription machines. Schedules appointments and various meetings as necessary. Assists departmental staff with special assignments and daily tasks. Performs other related and peripheral duties as required and necessary for the successful job performance.

This position will participate in the Adjusted Work Schedule, which includes a schedule rotation that may include weekends.

Qualifications: Requires one (1) year of clerical experience including some experience involving direct public contact and a High School diploma or GED; or any combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

Please visit the Employment page at <https://www.cityofhesperia.us/660/Job-Classifications> to view full job description and expanded list of qualifications

Fringe Benefits: Please review the Non-Represented Compensation and Benefit Plan for the full list of benefits.

To Apply: Interested applicants are required to submit a completed City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City's website at www.cityofhesperia.us.