

City of Hesperia

Open/Competitive Opportunity

OFFICE ASSISTANT – PART-TIME

(Non-Represented Position)

To fill two (2) vacancies and establish an eligibility list

\$20.98—\$25.58 per hour

FINAL FILING DATE: MONDAY, MAY 23, 2022 at 5:30pm

*All applicants will be notified of the next step in the recruitment process.
Tentative Written Examination scheduled for Monday, June 6 & Tuesday, June 7, 2022.
Detailed confirmation and exam instructions will be emailed to all applicants after the final filing date.*

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. Must be able to assemble, prepare and maintain a variety of files, records, logs, rosters, reports and graphs. Receives, processes and checks for accuracy and the completeness of related applications, petitions, and pertinent documents. Prepares and proofreads routine correspondence from drafts, hand written notes, general verbal instructions, and transcription machines. May accept and process payment for fees, issue licenses and permits and perform repetitive data entry. Routes and distributes materials to City departments, the public, and media. Schedules appointments and various meetings as necessary. Operates a personal computer, participates in staff meetings, and assists departmental staff with special assignments and daily tasks. This position performs related and peripheral duties as necessary, and participates in the City's adjusted workweek schedule including a Saturday schedule.

Qualifications: A typical way of obtaining the required qualifications is to possess the equivalent of one (1) year of general clerical experience involving direct public contact and related work; and possess 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 <http://www.cityofhesperia.us/660/Job-Classifications> to view full job description and expanded list of qualifications.

Special Employment Conditions (Part-time):

All part-time/hourly employees are considered at-will and receive the following benefits:

- Sick leave (24 hours per year—eligible for use on the 90th day of employment)
- 457 (b) Deferred Compensation Program available
- Required participation in the Medicare and Social Security programs
- The position will not exceed 960 working hours per fiscal year



To Apply: Interested applicants are required to submit a City application using the online employment application system. This application can be accessed from the City's website at www.cityofhesperia.us.