CITY OF ATASCADERO
IS ACCEPTING APPLICATIONS FOR
Part-Time Worker 16
Central Reception - Clerical Assistant
Community Development Department - City Hall

¥ Hourly Rate: $16.62/hour
¥ Filing Deadline: OPEN UNTIL FILLED

APPLICATION PROCEDURE:

Applications may be obtained from the City’s web site at www.atascadero.org, from City Hall located at 6500 Palma Avenue, Atascadero, CA, or by calling (805) 461-5000 during normal business hours. A City of Atascadero Employment Application form must be completed and received by the final filing deadline stated above. Completed applications may be emailed to jobs@atascadero.org. If selected for an interview, an original and signed application form will be required at the time of the interview. A résumé of three pages or less may be included with the application but may not be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE:

All applications received by the final filing date will be reviewed for accuracy, completion, neatness, and job-related experience and qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process, which may include, but is not limited to, the initial application screening, a written test and/or supplemental questionnaire and an oral interview. Finalists will be required to pass a fingerprint background check.

THE POSITION:

This part-time position serves as an initial point-of-contact at City Hall’s Central Reception customer service counter and is a key position in representing the City, requiring an individual with a friendly, engaging and welcoming demeanor while performing a variety of responsible clerical support tasks for the Department. The maximum number of work hours will average approximately 25-28 hours per week, Monday through Friday.

EXAMPLES OF JOB DUTIES:

Responsibilities and skills required include, but are not limited to: Providing a friendly greeting and assistance to members of the public by phone or in person at City Hall; a variety of standard office duties and use of office equipment; answering and routing telephone calls appropriately; data entry; routine filing duties and retrieval of records and files; mailing preparation; copying and distributing; special assignments related to City-sponsored events, activities and/or operations; general clerical work performed with speed and accuracy, including alphabetization, typing and arithmetic calculations. Other duties as assigned.
QUALIFICATIONS:

Ability to: Provide excellent customer service and to clearly communicate in English, both verbally and in writing, with good grammar, punctuation, vocabulary and spelling; possess warm, friendly, approachable demeanor with visitors, coworkers and supervisors; handle stressful situations and interact with members of the public with patience and tact; quickly make accurate arithmetic computations; sort, group, alphabetize, enumerate and categorize. Must have a good working knowledge of computers and common office software applications, keyboarding, typewriters, telephones, postage equipment and copiers. Minimum keyboarding speed of 35 wpm.

THE CITY:

Atascadero was incorporated on July 2, 1979. The City encompasses an area of about 25 square miles with a population of approximately 30,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent area.

EMPLOYEE BENEFITS:

This position is classified as temporary part-time with the City and is not eligible for benefits, although the employee will be covered for Workers’ Compensation, enrolled in a qualified defined contribution pension plan as defined by the Federal Government and will be eligible for sick leave under the City’s Sick Leave Policy for part-time employees. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Must possess a valid and appropriate California Driver’s License and will be required to present a California DMV driving record printout and proof of insurance upon hire. These documents must be presented prior to starting work.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero - City Manager’s Office by the final filing date if you will need special accommodations due to a legally defined disability to participate in this selection process.

CITY OF ATASCADERO – CITY MANAGER’S OFFICE
6500 PALMA AVENUE, ATASCADERO, CA 93422
(805) 461-5000
www.atascadero.org
email: jobs@atascadero.org