



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

OFFICE ASSISTANT II

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$28.5039 - \$36.6267 per hour

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Friday, October 11, 2019 @ 5:00 PM

THE POSITION

The City of Dublin is seeking to fill full-time Office Assistant II positions in various City Departments. An eligibility list will be created from this recruitment and used for Office Assistant II positions that may become available throughout the year.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform general clerical duties related to assigned functional area and department
- Type, proofread and process a variety of documents including general correspondence, agendas, memos, and statistical charts from rough draft, Dictaphone recordings or verbal instruction
- Act as a receptionist; answer the telephone and wait on the general public, provide information on department and assigned program policies and procedures; refer inquiries as appropriate
- Assist in the enrollment of participants in assigned programs; register participants in city-sponsored programs
- Issue, receive, type and process various applications, permits and other forms
- Process bills for fees; record payments and send delinquent notices when necessary
- Process permits and licenses; collect and process fees and charges
- Schedule appointments as assigned;
- Perform a wide variety of routine clerical work including filing, tallying, checking and recording information on records
- Sort and file documents and records, maintain alphabetical, index, and cross-reference files
- Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports
- Operate standard office equipment including printer, copier, facsimile machine, etc.
- Receive, sort, process and distribute incoming and outgoing mail; send facsimile requests
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service
- Perform related duties as assigned

CANDIDATE QUALIFICATIONS

1. Education: High school diploma or equivalent.
2. Experience: Some clerical experience and the ability to type at a corrected rate of 45 words per minute is required.
3. Licenses, Certificates and Special Requirements: This position requires a valid California Class C driver's license to be secured prior to employment and maintained current as a condition of continued City employment.

Typing Certificate Requirement:

1. A typing certificate issued within the last twelve months which verifies the ability to type accurately at the corrected rate of 45 words per minute must be submitted to be considered for this position.
2. Certificates will be accepted from a public school, business school or temporary agency; certificates from Internet testing services and/or home computer CD testing will NOT be accepted.
3. Typing certificate (or signed statement on official letterhead of the testing agency) must be dated no earlier than 12 months prior to the date of the application filing.
4. Typing certificate (or signed letter) must state all of the following information:
 - a. Five-minute timed typing test
 - b. Gross typing speed in words per minute
 - c. Gross number of errors
 - d. Net words per minute
 - e. Net words per minute are calculated by subtracting your rate of error (gross number of errors divided by 5 minutes) from your gross words per minute. The scoring method used by the City of Dublin takes precedence over any other agency's scoring method. It is the applicant's responsibility to ensure typing certificates submitted contain all of the information required by the City of Dublin; incomplete or deficient typing certificates will be rejected.
5. Apply online at www.CalOpps.org. Typing certificates may be uploaded with the CalOpps application; e-mailed to humanresources@dublin.ca.gov ; or mailed/delivered to:
City of Dublin
100 Civic Plaza
Dublin, CA 94568

Typing certificates must be received by **Friday, October 11, 2019, at 5:00 p.m.**

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Word processing and document imaging equipment and software
- Laws, rules and regulations related to area of assignment

Ability To:

- Learn the organization, procedures and operating details of the City department to which assigned
- Perform routine and specialized clerical work including maintenance of appropriate records and preparation of general reports related to area of assignment or department operations
- Verify, check and organize files and data
- Understand and carry out both oral and written directions
- Perform simple mathematical calculations
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a variety of office equipment such as a folding machine and Dictaphone equipment
- Independently perform duties in areas of assignment
- Use word processing and spreadsheet software

SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **OFFICE ASSISTANT II** position is **\$28.5039 - \$35.6267** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%^{@55}; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%^{@62}; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully pass the written exam and/or interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Please apply online at www.CalOpps.org. Click on "Member Agencies," under "East Bay" click on "Dublin," "Office Assistant II" and "Apply for job." Resumes may be pasted at the end of the online application form; however, a completed CalOpps.org application is required for consideration in the selection process.

If you provide a valid, current typing certificate and pass the initial screening, you will be invited to participate in a written exam tentatively scheduled on Saturday, October 19, 2019, at Dublin City Hall, so save the date! Typing certificates must be received by Friday, October 11, 2019 at 5:00 p.m.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.