



## Employment Opportunity

*“Opportunity Through  
Diversity; Unity Through  
Cooperation”*

Human Resources  
Department  
275 Main Street, Suite 400  
4th Floor  
Watsonville, CA 95076  
Phone: 831.768.3020  
Job-Line: 831.768.3025  
Fax: 831.761.0736  
[www.cityofwatsonville.org](http://www.cityofwatsonville.org)

# City of Watsonville

## OFFICE ASSISTANT I

**\$2,751.16- \$3,511.27/Month**

**Filing Deadline: Thursday, April 21, 2016 at 5:00 p.m.**  
*(no postmarks accepted)*

The City of Watsonville is currently accepting applications for the position of Office Assistant. The Office Assistant will assist with clerical and administrative duties for various departments as temporary openings occur. Placement in some departments may require bilingual (English\Spanish) skills. The immediate opening is in the Parks and Community Services Department and bilingual skills are required.

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform a variety of office support functions related to the activities and operations of assigned City office to include typing, filing, and receiving/helping office visitors. Employees in this classification receive close supervision within a framework of well-defined policies and procedures. This job class performs routine clerical functions in the processing and maintenance of records and in support of the procedures and activities of assigned office/program. This job class requires accuracy and attention to detail and functions at an entry level of classification.

### **TYPICAL DUTIES**

- Performs a variety of general clerical duties in support of assigned office/program activities, operations and staff
- Types a variety of documents/materials including letters, correspondence, memos, reports, proclamations, and/or public notices
- Maintains and updates a variety of records and files related to assigned office operations and activities
- Receives calls and visitors; provides public assistance and information; answers questions; refers caller to appropriate person as needed
- Receives, opens, sorts, and distributes incoming mail
- Performs special duties and assignments related to assigned office activities and operations making arrangements for trips, preparing mailings, assembling packets, registering program participants, and researching requested information
- Enters data into computer, prints reports, and verifies accuracy of data
- Performs accounting support functions such as receiving and recording fees; preparing balance sheets; and tracking payments
- Composes correspondence independently as assigned
- Operates a variety of standard office equipment including typewriter, personal computer, printer, calculator, word processor, and transcription equipment
- Performs related duties similar to the above in scope and function as required

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- proper English usage, grammar, punctuation, vocabulary and spelling
- basic office methods, procedures, and practices

**Ability to:**

- learn the activities, operations, procedures, and policies of assigned office/program
- perform basic clerical work with speed and accuracy
- type at a rate of 40 words per minute from clear, legible copy
- understand and follow oral and written instructions
- operate standard office equipment/machines such as copier, typewriter, calculator, personal computer, and word processor
- perform arithmetical calculations using addition, subtraction, multiplication, and division
- maintain a variety of records and files and prepare related reports
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak English/Spanish highly desirable

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Some basic office assistance working background or completion of vocational training in office assistance skills is highly desirable

**APPLICATION AND INTERVIEW PROCESS**

Applications must be submitted to the City of Watsonville Human Resources Office, 275 Main Street, Suite 400, 4<sup>th</sup> floor, Watsonville, CA 95076 by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 831.768.3025 or by going to the City's website at [www.cityofwatsonville.org](http://www.cityofwatsonville.org). Candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced at a later time. Prior to appointment to the position of temporary Office Assistant I, Department of Justice fingerprinting will be required.

**APPOINTMENT AND BENEFITS**

The position benefits include excellent health, dental, vision and life insurance, vacation, sick leave, holiday and administrative leave benefits. The City offers Public Employees Retirement System Benefits. Employees shall pay the full employee share of CalPERS contribution. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing the bilingual exam (\$75/month conversational premium pay, \$250/month written and conversational premium pay).

The candidate selected will be appointed for a 9-month probationary period. Names of the remaining successful candidates will be placed on an employment list which remains effective for one year. The City may abolish an employment list at any time the needs of the City so require. This position is represented by the Service Employees' International Union (SEIU) Local 521.

Prior to appointment to the position of Building Inspector, a medical examination and Department of Justice Live Scan fingerprinting will be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity.

The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**