

**RECRUITMENT ANNOUNCEMENT****Job Posting No. 2017-04**

City of Newman



**PART-TIME**  
**Office Assistant**  
 Administration Department

Salary:  
**\$14.09 - \$15.50 per Hour – D.O.Q.**

The City of Newman is an Equal Opportunity Employer and complies with the ADA.

**POSTED: August 7, 2017****CLOSES: Monday, September 18, 2017**

**Application materials must be received in our offices by the time & date specified.  
 No postmarks will be accepted.**

**ABOUT THE POSITION**

The City of Newman is accepting applications for one part-time Office Assistant position to provide a variety of office support activities to the City's Administration and Planning departments, which may include word processing, data entry and organization, telephone and counter reception, processing of invoices, issuing permits, record keeping, report preparation, and filing; provides information and assistance to the general public; and other related work as required. The primary focus of this position will be to provide administrative support to the City Planner, City Clerk and City Manager. Applicant must successfully complete a pre-employment medical examination, drug screening and background investigation. A valid California Driver's License is required. For more information, see the attached job description.

**HOW TO APPLY**

You are **REQUIRED** to complete and submit a Supplemental Questionnaire with the Employment Application for this position. **Applications will not be accepted without the required supplemental questionnaire and the supplemental questionnaire will not be accepted without the required application. YOU MAY NOT SAY "SEE RESUMÉ" IN LIEU OF ANSWERING ANY QUESTIONS ON EITHER THE APPLICATION OR SUPPLEMENTAL QUESTIONNAIRE.**

*We do not fax application materials or accept faxed or e-mailed application packets.*

You may download the application online at our web site: [www.cityofnewman.com](http://www.cityofnewman.com). A fully completed CURRENT City of Newman Employment Application form and the required Supplemental Questionnaire must be submitted to the City either:

By mail:  
**City of Newman**  
**P.O. Box 787**  
**Newman, CA 95360**

In-Person:  
**City of Newman**  
**938 Fresno Street**  
**Newman, California**

**APPLICATIONS MUST BE RECEIVED BEFORE 5:00 PM ON THE FILING DEADLINE.**

**NOTES**

**EXAMINATION PROCESS:** Although you may meet minimum qualifications listed for the position, the City reserves the right to consider only the best-qualified applicants to continue in the examination process. The examination process may consist of an application screening, written examination, performance examination, oral interview, assessment center, or any combination of these. A selected number of qualified applicants will be asked to return for the first round of interviews and a written test.

If you have any questions, please call Mike Maier at: 209-862-3725, Option 5



**FLSA: NON-EXEMPT**

**PART-TIME OFFICE ASSISTANT**  
(Administration Department)

**DEFINITION**

Under direct or general supervision, provides a variety of office support activities to an assigned City department(s), which may include word processing, data entry and organization, telephone and counter reception, processing of invoices, issuing permits, record keeping, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

Responsibilities include answering the phones, assisting staff in all aspects of general office operation, and performing special projects as assigned. Incumbents perform a variety of specialized and confidential secretarial and clerical work for an assigned City department(s), including coordinating assigned programs and projects, providing general information to the public, and other administrative, database, and support work. Provides varied office administrative and secretarial support to department heads and related management, professional, and supervisory staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and carries out clerical assignments and special projects related to assigned area of responsibility.
- Performs a wide variety of general secretarial and clerical duties to support departmental operations; including filing.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms, permits, and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files; issues permits.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- Acts as receptionist and screens calls, visitors, and mail; assists public at front counter and directs public to appropriate locations and/or staff; provides directions and basic information and assistance; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff as necessary, takes messages; and makes appointments.
- Composes, types, formats, and proofreads a wide variety of routine reports, letters, documents, flyers, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Compiles information and data for various reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from systems as required.
- Coordinates calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Monitors and orders office and other related supplies.

- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Assists with the preparation of the (City Council, Planning Commission, Recreation Commission, etc...) agendas.
- Assists with assembly of agenda materials and supporting documents; arranges for distribution of agenda materials to City Council, staff, and others; perform related support services.
- Posts meeting agendas.
- Assists with agenda follow-up from City Council and Planning Commission meetings, such as scanning and filing of ordinances, resolutions, and agreements.
- Assists the City Clerk with the processing and record maintenance related to annual Form 700 Statements Maintains various filing systems including both digital and physical filing systems.
- Assists with all duties of the administrative office, and central clerical and filing systems.
- Establishes and maintains office files, and research and compile information from such files.
- Assists with the filing and maintenance of various important records including Insurance Policies, Pink Slips, Property Files.
- Establishes and maintains office files and records and assembles information from these and other sources in response to requests made by supervisor(s).
- Performs general clerical duties including filing, checking and recording information on records, and processing routine requests for information.
- Assists the City Clerk with filing and processing paperwork related to municipal elections.
- Assists with performing the day-to-day municipal office functions including, but not limited to: the publication of public notices; respond to inquiries from the public regarding Council action and records; maintain vital records such as resolutions, ordinances, minutes and agreements; and claims processing.
- Assists with the final preparation of minutes from various meetings including the final approved and signed copy of the City Council minutes for the official record.
- Gathers information from individuals or reference sources to complete and process various routine forms, records, and applications; and contact individuals to obtain additional information.
- Assists executive staff by locating, gathering, compiling, and summarizing data for reports.
- Updates and maintains statistical, photographic and historical records.
- Answers inquiries and complaints and refers them to others when necessary.
- Types letters, memoranda, specifications, bids, reports, and related items from various rough draft and other materials.
- Gives and requests information over the telephone, in person, or by letter; reads and routes mail; schedules appointments.
- Sets up and maintains appointment schedules and calendar of activities; reschedule appointments or meetings as necessary to accommodate unexpected changes in priorities or work schedules.
- Composes replies to a wide variety of communications when the information required is factual in nature or involves matters of established policies or procedures.
- Refers correspondence or reports to other members of staff for information or reply.
- Provides clerical support services to administrative staff as necessary.
- Maintains familiarity with established procedures for correspondence, forwarding documents and reports, obtaining services and provide information regarding these and similar matters to the supervisor or to members of the staff, or take the action necessary to meet the day-to-day operating needs of the office.
- Ensures that clerical processes conform to established procedures.
- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling.
- Enters, retrieves and processes data, and generates reports using computer systems, following established formats.
- Obtains names and addresses of property owners from county assessor's records for public hearing notices.
- Mails out communications, reminders and notifications to the public as required.
- Responds to public records requests, and conducts research of planning and building files and plans.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Departmental practices and procedures and applicable City policies.
- Principles and practices of data collection and report preparation.
- Researching and reporting methods, techniques, and procedures.
- Modern office practices, methods, and equipment, including computer equipment.

- Word processing methods, techniques, and programs; procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Perform responsible clerical and secretarial support work with accuracy, speed, and minimal supervision.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment.
- Use word-processing, database, spreadsheet, and other software applications programs.
- Understand and carry out oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.
- Read, interpret, apply and explain rules, policies, codes and procedures.
- Learn and understand general plans, zoning ordinances and applicable specific/master plans.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying.*

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

City of Newman  
Office Assistant  
SUPPLEMENTAL QUESTIONNAIRE



Applicant Name: \_\_\_\_\_  
(Print Name)

This questionnaire must be attached to the application to be considered for further testing. Completion of this supplemental questionnaire is a necessary part of the examination process and must be submitted with your application by the deadline of September 18, 2017. Be sure to answer all the questions completely and accurately. Omitted information cannot be considered or assumed. Please type (or print) your answers legibly, use only the space provided. Your responses will be used as part of the screening process.

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1. Describe any experience and training you have specifically related to this job and explain why the City of Newman should hire you for this position.

2. What type of computer systems and programs are you familiar with? Give some examples how you applied these systems and programs to the work you performed.

3. Briefly describe your experience and/or training in the four areas listed below. Please note that it is not necessary to have experience in all of the areas listed in order to be considered. If you have no comment to a question, write "none" for the appropriate item.

a. Independently composing letters, memoranda, email and other correspondence.

b. Maintaining up-to-date files, records, and databases.

c. Performing customer service and working with the public.

d. Working with executives, management and/or public officials.

4. Please detail your experience dealing with highly sensitive, confidential and/or political matters.

5. **REQUIRED ATTACHMENT:** DMV Driving Record - **Attach** a current (not over 30-days old) official California Department of Motor Vehicles printout of your driving record

6. **REQUIRED ATTACHMENT:** Typing Certificate - **Attach** a current (less than 9 months old) typing certificate demonstrating that you can type at least thirty-five (35) words per minute.

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I certify that my comments are a true reflection of my experience and abilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

**City of Newman**  
**938 Fresno Street**  
**P.O. Box 787**  
**Newman, CA 95360**  
**(209) 862-3725**

Instructions:

- PLEASE **PRINT** IN INK THE REQUESTED INFORMATION.
- LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED.
- RESUMES MAY BE ADDED, BUT MAY NOT BE SUBSTITUTED FOR COMPLETION OF THIS APPLICATION.

1. \_\_\_\_\_  
LAST NAME FIRST INITIAL

2. \_\_\_\_\_ 3. \_\_\_\_\_  
POSITION APPLIED FOR DATE

4. \_\_\_\_\_ 5. \_\_\_\_\_  
SOCIAL SECURITY NUMBER TELEPHONE NUMBER

6. MAILING ADDRESS \_\_\_\_\_  
STREET NO. or P.O. BOX CITY STATE ZIP CODE

7. DRIVER'S LICENSE \_\_\_\_\_  
STATE NUMBER CLASS EXPIRATION DATE

8. List any relatives employed by the CITY OF NEWMAN \_\_\_\_\_  
NAME

\_\_\_\_\_  
RELATIONSHIP DEPARTMENT

9. Have you ever been employed by the CITY OF NEWMAN?  Yes  No

If YES, when and what position? \_\_\_\_\_

10. Professional Certification or license related to the job for which you are applying?

TITLE: \_\_\_\_\_ REGISTRATION NO.: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

11. Are there any experiences, skills, or qualifications you feel would especially fit you for work with the City of Newman?

\_\_\_\_\_

12. Check each type of work you will accept:  Regular  Part-time  Temporary

13. If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_



14. How did you learn about this position? (Job Announcement, Newspaper, Ad, Other) \_\_\_\_\_

15. EDUCATION: Are You A High School Graduate?  Yes  No  
 If Not, Do You Have A G.E.D. Certificate  Yes  No

Please Indicate Highest-Grade Completed \_\_\_\_\_

NAMES AND LOCATION OF COLLEGES/  
UNIVERSITIES ATTENDED

(Should also include vocational, business,  
trade or correspondence schools)

FROM

TO

MAJOR/MINOR

DEGREE/CERTIFICATE  
RECEIVED

	FROM	TO	MAJOR/MINOR	DEGREE/CERTIFICATE RECEIVED

**\*If the position for which you are applying requires work in specialized areas, please attach a transcript or a list of courses completed including number of units.**

16. EXPERIENCE: Start at the top with your most recent experience and work backward. Experience may be paid or unpaid, full-time, part-time or military. Attach additional pages if necessary.

DATES AND SALARY	EMPLOYER'S NAME ADDRESS AND PHONE NO.	JOB TITLE, DESCRIPTION OF DUTIES, HOURS WORKED AND REASON FOR LEAVING
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES  REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES  REASON FOR LEAVING
STARTING SALARY PER  ENDING SALARY PER		

DATES AND SALARY	EMPLOYER'S NAME ADDRESS AND PHONE NO.	JOB TITLE, DESCRIPTION OF DUTIES, HOURS WORKED AND REASON FOR LEAVING
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES
STARTING SALARY PER  ENDING SALARY PER		REASON FOR LEAVING
STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES
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STARTING DATE:  ENDING DATE:	NAME OF SUPERVISOR	TITLE  DUTIES
STARTING SALARY PER  ENDING SALARY PER		REASON FOR LEAVING

17. May we contact your present employer?     Yes     No

18. May we contact previous employers?     Yes     No

**Application Certification: PLEASE READ BEFORE SIGNING. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may be grounds to deny City employment or for disciplinary action, including dismissal, once employed.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date