



EMPLOYMENT OPPORTUNITY

16400 Colorado Avenue * Paramount, CA 90723 * (562) 220-2027 * (562) 220-2080 Job Hotline

- POSITION:** **OFFICE AIDE II**
(At-Will/Hourly/Part-Time)
- WAGE & HOURS:** **\$13.49 - \$16.40 per hour**, appointment is generally made at the beginning step. Approximately 25 hours per week. The tentative schedule for this position will be Monday-Friday from 9 a.m. to 2 p.m. but is subject to change upon hire. There are two (2) current vacancies, one (1) in the City's Administrative Services Department, one (1) in the City's Community Development Department.
- FILING DEADLINE:** **Friday, December 16, 2016, by 5:00 p.m.** City application and supplemental questionnaire must be completed and submitted in person, via U.S. mail, or to the City's e-mail account at jobs@paramountcity.com. Postmarks and faxed applications will not be accepted.
- QUALIFICATIONS:** Education and Experience: High school graduation or equivalent required. Additional clerical training and previous office and computer application experience desirable. English/Spanish speaker also highly desired.
- Knowledge, Skills and Abilities: **Knowledge of:** office methods, procedures and office equipment operation including computer use and Microsoft Office software. **Skill in:** operation of office equipment, correct English usage, including spelling, grammar and punctuation; policies and procedures related to department assigned; basic record keeping principles and procedures. **Ability to:** perform moderately complex office work; organize, prioritize and coordinate work activities; organize, establish, maintain and research office files; compose correspondence from brief instructions; apply judgment effectively within established guidelines; establish and maintain cooperative working relationships.
- License/Certification Required: Valid Class C California Driver License and acceptable driving record.
- GENERAL DUTIES:** Duties may include, but are not limited to the following: Receives visitors and phone calls; answers questions; explains complex City or department processes, procedures, and/or activities; distributes and explains forms; prepares a variety of documents in draft and final form, such as correspondence, reports, logs, charts and tables; gathers and assembles information; proofreads documents for correct grammar, punctuation and spelling; prepares, validates, processes, and/or checks a variety of documents and records; compiles reports by extracting and/or tabulating information from a variety of sources; schedules appointments, events, facilities or activities; assists in set-up, preparation and tear-down of events and activities, including the purchasing of materials; provides clerical support to various City committees or support groups; prepares mailings, creates and maintains computer and/or hard copy files; and performs related duties as assigned.
- SELECTION PROCEDURES:** Completed **application and supplemental questionnaire** must be returned by the filing deadline listed above. Application packets will be screened in relation to the criteria outlined in the job announcement. Applicants with qualifications and experience that best relate to the position will be invited to participate in the recruitment process. Possession of the minimum qualifications **does not** ensure an invitation to the recruitment process. The selection process will include an oral interview and may include other testing processes designed to predict successful job performance.
- Reasonable accommodations for applicants with disabilities may be requested by calling the Personnel Office at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, a Live-Scan fingerprint check through the Department of Justice, and credit check. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The City may change the duties of the position at any time. The City reserves the right to change any of the selection procedures or cancel the recruitment
- HOW TO APPLY:** **Application and supplemental questionnaire** may be obtained from the Personnel Office at 16400 Colorado Avenue, Paramount, CA 90723 or downloaded from our website at www.paramountcity.com
Telephone: (562) 220-2080. **Office hours:** Monday-Thursday from 8:00 a.m. to 5:30 p.m., and Fridays from 8:00 a.m. to 5:00 p.m. **17-16PM/DL**