



JOB ANNOUNCEMENT

Job Title: Administrative Assistant I
Employment Type: Full-time, FLSA Non Exempt
Salary: Hourly Pay Range \$12.44 - \$15.12
Open Date: March 27, 2017
Deadline to Apply: April 10, 2017

City of Mendota seeks one full-time position for Administrative Assistant I.

DEFINITION

This position works under the general supervision of the Finance Director, Public Works Director, and Finance Administrative Supervisor and is expected to:

- Provide customer service, act as a receptionist and assist the general public with inquires into finance, building, or other routine City related issues.
- Enter inspections and re-inspections into computer system, and research ownership of property.
- Verify that projects have obtained all necessary approvals; Verify professional and contractor licensing.
- Prepare and process building permits for Public Works Director’s approval.
- Prepare Certificate of Occupancy as required.
- Provide general accounting duties such as: cashier, process checks received, compile data for financial reports, post data to various ledgers according to established accounting techniques and procedures, assure proper classification of revenues, and assist with utility billing and the collection of delinquent utility accounts.
- Perform a wide variety of general clerical work.

QUALIFICATION REQUIREMENTS

The City is seeking a highly ethical and professional full-time Administrative Assistant I with one year of responsible clerical experience; accounting, building or finance experience is preferred. The successful applicant must have received a high school diploma or equivalent; have knowledge of modern office procedures and methods; have the ability to learn and correctly interpret and apply policies and procedures, manage projects, work independently, be self-motivated; and have strong communication, customer service and problem-solving skills.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

EMPLOYEE BENEFITS:

Vacation:

10 days per year

Holiday Pay:

14 days per year

Sick Leave:

12 days per year

Health Benefits:

The City shall provide medical insurance to its employees and dependents, with maximum premium coverage up to the following monthly capped levels: Employee (\$400); Employee and Spouse (\$850); Employee and Children (\$600); or Family (\$1,000). Dependent dental, vision, and orthodontia coverage is provided at 100%.

Employee coverage health insurance from different source may elect to receive payment in lieu of coverage in the amount of \$500 per month.

Life Insurance:

\$25,000 in term life insurance paid by the City

CalPERS:

2% at age 62 (supplemental formula) - Miscellaneous

Retirement:

401(k) Plan: Eligible to contribute after 6 months of employment with the City.

SELECTION PROCESS

The selection process will include any/all of the following steps:

March 27 – April 10 th	Applications Accepted
April 11 th - 12 th	Application Screening
April 19 th	Panel and Individual Interviews
April 20 th	For the final candidate-background investigation including reference checking, a criminal background and credit check, and etc.

HOW TO APPLY

All interested candidates ***MUST*** submit a fully completed application or the application will be considered incomplete.

Application forms are available at City Hall and on the City's website at www.ci.mendota.ca.us.

Email, mail or hand deliver completed applications to:

Jennifer Lekumberry
City of Mendota
643 Quince Street
Mendota, CA 93640

Jennifer@cityofmendota.com

For more information, please call Jennifer Lekumberry at (559) 655-3291. Applications will meet the final filing date if received in the Personnel Department by 5:00 p.m. on the final filing date.

The City of Mendota is an Equal Opportunity Employer. Women, minorities and people with disabilities are encouraged to apply. In compliance with the Americans with Disabilities Act, the City of Mendota will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.