



## **PART-TIME ADMINISTRATIVE CLERK**

SALARY: \$23.11 - \$29.49 per hour DOQ  
19-hours per week

The Part-time Administrative Clerk working under the supervision and general direction of the Director of Planning and Community Services is responsible for clerical duties of moderate difficulty and assisting in the organization and maintenance of the City's official records and documents. May assist other departments as needed. Provides information and assistance to the public on a frequent basis (including general front office customer service), City staff, elected and appointed officials.

### **THE IDEAL CANDIDATE AND DUTIES:**

The ideal candidate is a "people-person" able to work both independently and as a member of a small, energetic and dedicated team. The candidate must be organized and able to handle multiple projects at one time. They should also think creatively, enjoy the work, be detail-oriented and handle tasks/projects as a generalist. As the front-line to the public, the candidate must also have a friendly, warm and courteous demeanor and enjoy working directly with the public. Positive customer service skills and responsiveness are necessary. The following duties are normal for this position and are not exclusive or all-inclusive. Other duties may be required and assigned. The Administrative Clerk performs the following:

- Assists with the overall maintenance of records and documents related to City and departmental operations using records systems, filing, and computerized databases.
- Acts as office manager with responsibility for office and kitchen supply orders, maintenance and service contracts for office machines and janitorial contract.
- Processes mail including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages.
- Arranges and attends committee and staff meetings (including morning or evening Planning Commission meetings); prepares meeting minutes in a timely manner, and assures proper distribution of minutes.
- Responds to questions from the public and City staff requiring the understanding of City records, ordinances, resolutions, departmental and City policies and regulations.
- Assists with preparation of various agenda packets and associated materials.
- Assists in conducting municipal elections.
- Types reports, forms bulletins, memoranda, schedules, correspondence, and notices of a recurring nature.
- Operates a variety of office equipment including a computer, copier, video projector, utilizes various computer applications and software packages.
- Assist at the public counter.
- Processes Construction & Demolition (C & D) Hauling Permits.
- Other duties as assigned.

### **QUALIFICATIONS:**

- High-level customer service ability and punctuality is required.
- General office procedures.
- Read, interpret and apply policies, procedures, rules and regulations.
- Use MS Office and Windows.
- Operate standard office equipment.
- Make independent decisions.

- Follow oral and written instructions.
- Effectively communicate both written and verbal.
- Work cooperatively with staff, residents and other entities.
- Work under pressure with strict deadlines.
- Attend at least one evening meeting per month and prepare meeting minutes in a timely manner.

**EXPERIENCE AND EDUCATION:**

Any equivalent combination of training, education experience, which provides the individual with the required knowledge, skills and ability to perform the job. To include:

- High school diploma/GED (required)
- Some college course work (preferred)
- At least one year of responsible clerical support experience (preferred)

**PHYSICAL REQUIREMENTS:**

Moderate; typical office setting with prolong periods of sitting; some driving to different locations including delivering packets to elected and appointed officials. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing or stocking; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person and over the telephone. Must be able to handle stressful situations.

**COMPENSATION AND BENEFITS:**

Work schedule: 19-hours per week, 2-4 days a week, including a minimum of one evening meeting a month. \$23.11 - \$29.49 per hour DOQ. No other benefits, except sick leave per CA Labor Code.

**APPLICATION & SELECTION PROCESS:**

Candidates are required to send a resume, employment application and letter of interest to:

Attn: Admin. Clerk Recruitment  
 City of Rolling Hills  
 2 Portuguese Bend Road  
 Rolling Hills, CA 90274

Resume and Employment Application must be submitted and the position is open until filled. First screening will close on Thursday, February 24, 2022 at 5 p.m. For the job description and employment application, please visit: [www.Rolling-Hills.org](http://www.Rolling-Hills.org) or call City Hall at 310-377-1521. Applications will be screened and those who appear to best meet the needs of the City will be invited for an interview. The final candidate must successfully complete a pre-employment physical. The information herein is subject to modification and does not constitute either an expressed or implied contract.

**CLASS SPEC TITLE 6:**

The City of Rolling Hills is an Equal Opportunity Employer. This job description includes a list of Americans with Disabilities Act (ADA) essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Rolling Hills will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the ADA Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.