



CITY OF IONE
AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCES AN EXAMINATION FOR:



OFFICE ASSISTANT
\$2,106.50 to \$2,562.90 Monthly
2.5% @ 55 PERS Retirement
Employee's FICA and Retirement Contributions Paid by City
(7.65% FICA and 8% PERS Contributions)

Final Filing Date:
May 5, 2009

Examination Date:
Tentative – May 11, 2009

OPEN EXAMINATION

Under direction - performs a wide variety tasks including (but not limited to) office assistant duties including providing assistance by telephone and at the front counter; receive payments and issue receipts; provide clerical support for all departments, as needed; and schedule events at City facilities including the Arena, Evalynn Bishop Hall, soccer and baseball fields, and picnic area; coordinate with Amador County Recreation Authority regarding events at City facilities including the swimming pool; provide clerk duties to the Park and Recreation Commission; and perform Deputy City Clerk duties by backing up Administrative Assistant/Deputy City Clerk, and Police Records Clerk.

This class reports to Administrative Assistant. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receive all incoming telephone calls and counter traffic;
- Issue various permits and receipts for payments;
- Schedule and compile paperwork for daily building inspections;
- Provide information to the public regarding use of City facilities including insurance requirements and payments;
- Schedule events at City facilities including Arena, Evalynn Bishop Hall, soccer and baseball fields and other park facilities;
- Provide information to the Public Works staff regarding issues at park or on the streets;
- Inspect facilities after use by public for release of cleaning deposit payments;
- Provide clerical support to all departments;
- Perform clerk duties for the Park and Recreation Commission;
- Back up City Clerk for City Council and Planning Commission meetings, as needed;
- Assist Administrative Assistant with preparation of the City Council and Planning Commission agenda packets for meetings;
- Provide reports to City departments about events at City facilities;
- Submit monthly reports regarding building permit statistics to the US Department of Commerce, State of California Department of Conservation, McGraw Hill and Amador County Assessor's Office;
- Assistance with mailings and providing applications on City recruitments;
- Provide backup to Police Records Clerk and Administrative Assistant/Deputy City Clerk as needed; and
- Receive public input from suggestions to complaints about City facilities or services.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of use of computer, copier and scanner, telephone, and calculator;
- Ability to communicate and work with a diverse community;
- Ability to function as a valuable City team member;
- Ability to communicate by telephone and in person with the public, co-workers, management and elected officials;
- Understand and carry out oral and written instructions;
- Work effectively in small group or alone without continuous supervision; and
- Get along well with the public and employees.

Other requirements: Possession of, or ability to obtain by date of appointment, a Class C California Drivers' License.

DESIRABLE EDUCATION AND EXPERIENCE

Any combination of education, training or experience which demonstrates possession of and competency in requisite knowledge, skills and abilities; minimum high school diploma or GED required. Notary Public certification is desirable.

SELECTION PROCEDURE

Regular application is required for this position. All application materials will be reviewed by a panel of subject matter experts. Those candidates considered to be the most qualified, based on the application materials submitted will be invited to a written and/or oral examination.

POLICY OF NONDISCRIMINATION

The City of Ione does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact the City Manager at (209) 274-2412 well in advance of the examination for assistance.

CITY OF IONE JOB LINE: (209) 274-2412 8:00 A.M. TO 4:30 P.M.
IONE, CALIFORNIA 95640

Benefits include full City contribution of employee share of PERS (2.5% at 55 plan) and FICA (8% for PERS and 7.65% for Social Security and Medicare contributions); \$1,100 per month contribution to medical plan or \$550 in lieu of medical; City paid dental, vision and life insurance; 11 paid holidays (plus three floating holidays) and 10 days of vacation per year for the first three years.