Selection Process

Due to an anticipated large volume of response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

To Be Considered

If you are interested in this outstanding career opportunity, please consider submitting your application, supplemental questionnaire and certification of typing speed through our online application process at www.cityofpleasantonca.gov. Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566.** Typing certifications more than one year old will not be accepted. Certifications must be obtained by a temporary employment agency. Online typing certifications will not be accepted. A list of recommended agencies is available upon request from our Human Resources Department. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Wednesday, May 14, 2014. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources.

Compensation & Benefits

$4,051- $4,924 per month

Choice of One of Three Comprehensive Health Plans

Dental Plan

Life Insurance Coverage of $35,000

11 Paid Holidays

7 Floating Holidays

Paid Sick Leave

Long Term Disability Plan

Annual Vacation Beginning with 10 Days

PERS Retirement Plan

THE CITY OF PLEASANTON

Announces

Employment Opportunity for

Office Assistant

Community Services Department

Full-Time Position
$4,051- $4,924 per month

Filing Deadline
5:00 p.m., May 14, 2014

Please apply online at:
www.cityofpleasantonca.gov

The Community

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

The Department

The Community Services Department coordinates a variety of leisure and human services for Pleasanton residents. These services include sports and recreational activities for youth and adults, classes, cultural arts, special programs for children, senior citizens, and the disabled.

The Position

Under general direction, the Office Assistant provides assistance to department customers and performs responsible clerical work requiring competency in word processing; utilizing a variety of pertinent procedures, precedents, and policies applicable to the subject matter area to which assigned.

Typical duties include:

- Opening and distributing mail, answering telephones, reception, and providing information including directions.
- From drafts, formats and types and proofs a variety of materials to include letters, memoranda and reports.
- Serves as cashier and maintains simple accounting records.
- Sorts, codes, posts, proofs, alphabetizes, indexes and files a variety of materials.
- Responds to customer inquiries regarding facility and picnic rentals, and program registration.
- Checks reports, records and other data for accuracy.
- Extracts, transfers and summarizes information from records.
- Prepares acknowledgment and replies to letters.
- Files, maintains, and retrieves records.
- Schedules appointments.
- Maintains stock of office supplies and orders new supplies when needed.
- Operates a variety of office equipment, including personal computer, fax, copiers, and calculators.

The Ideal Candidate

The ideal candidate will possess:

- A valid California driver's license.
- A High School Diploma or GED equivalent.
- One year of general clerical experience.
- Experience in providing quality customer service to the public.
- Excellent communication skills.

The ideal candidate will possess the following skills:

- Ability to type 45 wpm net of errors **(typing certificate is required at the time of application, please see the "To Be Considered" section for details.)**
- Knowledge of Microsoft Office and Active Network Recreation Management Software
- Ability to perform responsible clerical work under general supervision.
- Ability to create written documents using proper grammar and spelling.
- Ability to meet and help the public with tact and courtesy.
- Excellent time management.
- Ability to establish and maintain cooperative working relationships with a diverse group of working styles.