



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## **PART – TIME OFFICE CLERK I** OPEN - COMPETITIVE RECRUITMENT (PART-TIME/NON-CLASSIFIED)

**SALARY:** \$15.43 per hour

**OPENS:** Thursday, October 8, 2020

**CLOSES:** Monday, October 26, 2020

The City seeks candidates to fill limited term vacancies in the Housing Department. The incumbent performs a variety of technical and complex clerical duties to support the Housing Department in the areas to support day-to-day communication with potential applicants, review program applications for completeness and eligibility in the program guidelines, prepare and maintain program logs/files and other duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following examples are intended to describe the general nature and level of work performed by persons assigned to this position and are not intended to be all-inclusive or restrictive.*

- Greets and assists general public with inquiries over the telephone or in person.
- Acts as receptionist and answers or directs questions regarding departmental standards and procedures to the proper personnel.
- Types circulars, reports, records, work orders, payrolls, bills, payment requests, and vouchers.
- Operates modern office equipment including a personal computer and related software.
- Photocopies, collates, staples and binds a variety of materials, maintains inventory of office supplies and materials.
- Maintains mailing lists, card indexes, and automated and manual filing systems, processes, opens and routes mail.
- Processes confidential or sensitive information.
- Responsible for set up and clean-up of refreshments for meetings.
- Communicates clearly and concisely using proper English language and phraseology, both orally and in writing.
- Post agendas for meetings.
- Performs other duties as necessary and required.

### **MINIMUM QUALIFICATIONS**

#### **Education, Experience and/or Training:**

High school graduation or equivalent and;

One (1) year of paid clerical experience.

## **License, Certificates and/or Special Requirements:**

Must possess a valid California Class C driver's license.

## **RECRUITMENT PROCESS**

The required application materials may be obtained at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). You can call the Human Resources Department at 310-349-2950 with any questions during the hours of Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m. Applications can be submitted by mail, email and/or fax. You can email application materials and/or recruitment questions to [hr@cityofhawthorne.org](mailto:hr@cityofhawthorne.org).

**Note:** *A resume will not be accepted in lieu of the completed required City application form.*

All applications will be reviewed and evaluated based on the information submitted at the time of filing to determine the level and scope of the candidate's qualifications for the position. All information supplied by an applicant is subject to verification. Incomplete applications may be rejected from consideration.

Those applicants who most closely meet the minimum qualifications and/or desirable qualifications will be invited to participate in the examination process, which may consist of an oral interview. The oral interview will assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

If selected a conditional employment offer will be made and the candidate will participate in a pre-employment process, which may include a comprehensive background check (employment reference checks and fingerprinting through the California Department of Justice) and a pre-placement medical examination.

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