DEPUTY CITY CLERK
PROMOTIONAL RECRUITMENT
(FULL-TIME/CLASSIFIED)

SALARY: $4,418 to $6,502 per month ($25.49 - $37.51 per hour)

OPEN DATE: Tuesday, October 27, 2020

CLOSING DATE: Tuesday, November 10, 2020 at 4:00PM

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.

- Assists in maintaining Official City documents and records including books, papers, bonds, contracts, insurance policies, City ordinances, resolutions, judgements, official publications of notices, hearings;
- Maintains State and Federal records;
- Accepts communication for City Council; prepares City Council agenda and minutes;
- Answers questions from the general public;
- Assists City Clerk and Senior Deputy City Clerk with elections; and may fill in for City Clerk and/or Senior Deputy City Clerk in his/her absence.
- Performs other related work as requested and assigned.

MINIMUM QUALIFICATIONS

Education, Experience and/or Training:
Graduation from high school or G.E.D.

Three (3) years of experience in responsible clerical work.

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. 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 or fax at 310-978-9860.

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

All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. 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 (weighted 100%). 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.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the hiring department. 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.

To receive Veteran’s Preference, proof of your honorable discharge must be submitted at the time of filing the City application (copy of DD214).

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