



CITY OF WHITTIER

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www.cityofwhittier.org

CLERICAL – TEMPORARY

Application Process/Due Date: Applicants must submit a completed City of Whittier Employment Application. Applications can be obtained on the City's website at www.cityofwhittier.org or from the Human Resources Department. This position will be filled on a first-come, first-served basis. Applications for employment will be accepted on a continuous basis. **Applications will remain in file for six months and then be discarded. If you have not been contacted within six months, you may wish to submit another completed application.**

Salary: \$11.00 to \$16.47 per hour, depending on qualifications and assignment.

Benefits: This position does not receive fringe benefits. Pursuant to Federal law, employees in this position make contributions to a Deferred Compensation Retirement Program that are refundable, with any accrued interest, upon retirement or separation.

Outline of Duties: Under supervision, to provide temporary clerical support in a City department to the department head and department secretary; to perform general clerical work of average difficulty such as typing, filing, answering telephone inquiries from citizens, operating standard office machinery including a computer, typewriter, copy machine, or fax machine; following standardized procedures and to do related work as required.

Minimum Qualifications

Education & Experience: One year of recent general clerical experience, including operation of standard office equipment.

Medical: Candidates will be required, as a prerequisite to employment, to successfully pass a physical examination, the cost of which will be paid by the City. Depending on assignment, a drug screen may be included as part of the physical examination.

Prior to hire, candidates must pass a background/reference investigation, including a fingerprint check, and will be required to submit proof of U.S. Citizenship or employment authorization if not a U.S. Citizen.

Applicant Information: The City of Whittier encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act and California Fair Employment and Housing Act. Individuals who require accommodation in the testing process should contact the Human Resources staff at least 5 days prior to the testing process so that a reasonable accommodation may be made. Persons requesting a reasonable accommodation will be required to provide documentation of such need. Seeking or receiving an accommodation by the City will have no negative impact on an individual's application or employment.

Selection Process: Based on a review of the applications received, the candidates appearing to be the most qualified and meeting the City's particular needs will be invited to an interview. Candidates will be notified by telephone to schedule an interview appointment. A typing test may be administered at the hiring department's discretion.

Employees in this position are at-will, serving at the pleasure of the City and may resign or may be terminated at any time without cause or the right of appeal.

The City of Whittier is an Equal Opportunity Employer.

The City of Whittier has adopted a "No Smoking Policy" in all City facilities and vehicles to promote the health of employees and citizens.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.