

**\$3836-\$4676  
per month**

**Final Filing Date:  
Friday, May 3, 2019  
at 4:30 p.m.**



# City of Hesperia



## Deputy City Clerk

CalPERS Retirement and excellent fringe benefits offered! (Details on reverse side)

CMCC-19-04-007

Recruitment is open/competitive and will establish an eligibility list to fill current and future Deputy City Clerk vacancies.

### City of Hesperia

Human Resources  
9700 Seventh Avenue  
Hesperia, CA 92345  
Phone: 760.947.1100  
Fax: 760.947.2978  
Email: [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us)

**Please be sure to add the following email to your contacts list: [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us).**

#### **APPLICATIONS AVAILABLE:**

On the City's website at [www.cityofhesperia.us](http://www.cityofhesperia.us), City's mobile application, Human Resources or call the Job Line at (760) 947-1100.

POSTMARKED APPLICATIONS  
WILL NOT BE ACCEPTED

#### **THE POSITION**

*The City seeks a highly professional, technologically competent individual who has the ability to learn/use multiple software programs to perform their daily duties. Experience with software that maintains and track records and familiarity with electronic imaging and quality control are desired.*

**\*\*Please visit the Employment page at [www.cityofhesperia.us](http://www.cityofhesperia.us) to view full job description and expanded list of qualifications required for this position\*\***

#### **SELECTION PROCESS**

All interested applicants are required to **submit a City application and completed supplemental questionnaire**. In order to continue in the recruitment process, a supplemental questionnaire must be completed and added as an attachment to the application or provided by email to [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us) within 3 days of submitting application. **If a supplemental questionnaire is not received within 3 days of receipt of application, application will be rejected and disqualified from the recruitment process.** All applications with completed questionnaires will be screened and only those candidates who best match the needs of the City will be invited to continue in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

## FRINGE BENEFITS

### Non-Represented General Classification

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$1,013 per month toward medical, dental and vision insurance
- City paid
  - Employee Only Premium for Dental Insurance
  - Employee Only Premium for Vision Insurance
  - Life Insurance (One times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 12 paid holidays
- Sick leave (96 hours per year)
- 401(a) Deferred Compensation Plan (1% of salary—City paid)
- IRS 125 Plan Flexible Spending Accounts
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 per fiscal year available for eligible employees)
- 457(b) Deferred Compensation Program available
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution



### QUALIFICATIONS:

**EDUCATION AND/OR EXPERIENCE:** Requires three (3) years clerical experience, including public contact, and High School Diploma or GED. Experience in records management or City Clerk's Office and specialized course work in records management is desired; or, any combination of related education and direct experience that has provided the required knowledge, skills, and abilities to successfully perform the essential functions of this position may be considered.

**KNOWLEDGE OF:** Standard operations, functions, procedures, federal, state, and local laws, codes and regulations relating to City government and a City Clerk's Office; principles and practices of budget administration; operational characteristics of modern office equipment including a computer, applicable software and laser fiche; methods and techniques for record keeping, records retention and document preservation, basic report preparation and writing; utilization of proper English, spelling and grammar.

**ABILITY TO:** Establish and maintain effective working relationships; courteously respond to community issues, concerns, needs, and requests; interpret and apply applicable laws, codes and regulations; assist in the preparation and administration of a municipal budget; maintain complex records; review, evaluate, and implement new and existing standard operating procedures; work independently; understand and follow written and verbal instructions; type at a speed and accuracy level necessary for successful job performance.

### ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

### IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

### BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.