



City of Seal Beach

211 8th Street, Seal Beach, CA 90740
562-431-2527 x1336 // hr@sealbeachca.gov

OFFICE SPECIALIST

SALARY RANGE	\$17.31 to \$21.04 Per Hour
POSITION TYPE	Part-Time; Non-Benefited. Up to 35 hours per week.
DEADLINE	Open until filled; first review on October 7, 2024.
HOW TO APPLY	https://www.calopps.org/seal-beach/

This is an open, competitive recruitment that will remain open until filled. Interested applicants are encouraged to apply as soon as possible. Please note that the application filing period may close at any time, without notice.



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GENERAL PURPOSE:

Under general supervision, performs a wide variety of routine to moderately complex clerical and customer service-related duties requiring program knowledge, technical evaluation of information, and the use of clerical skills to support the operations of the assigned department. This current part-time vacancy will reside in the City Manager's Office focusing on Human Resources tasks.

ESSENTIAL FUNCTIONS:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Receives visitors and telephone calls; answers questions, and provides departmental information, documents, or forms requiring specialized knowledge; routes or directs individuals as appropriate.
- Receives, date stamps, reviews, and distributes department mail.
- Performs varied clerical duties related to the department as assigned.
- Establishes and maintains routine databases and filing systems; files, scans, and archives documents.
- Researches readily available information; enters and compiles data in paper and electronic files; compiles and prepares basic reports regarding division activities in the area of assignment.
- Provides backup support for other administrative support staff as necessary.
- Assists with the following Human Resources duties: Workers' Compensation claims; Onboarding new employees; Benefits enrollment; Recruitments; Preemployment; Employment verifications; Policy review and interpretation; Financial audits; EDD claims.
- Assists with reviewing, evaluating, and updating forms, policies, procedures, and manuals.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES:

Education/Training/Experience:

At least one (1) year of experience in related clerical work involving a variety of typing and/or office operation responsibilities.

Licenses, Certificates; Special Requirements:

None.

Knowledge of:

Knowledge of modern office methods, procedures, practices, and equipment including computers and standard business software (i.e. Microsoft Office applications); of objectives, City programs, policies, and procedures; of principles and procedures of filing and record keeping; of proper English usage, spelling, grammar and punctuation; of basic arithmetic and fiscal record keeping.

Ability to:

Employees in this classification must be able to prepare and maintain accurate and clear written documents such as reports, records, memoranda, forms, and correspondence; ability to communicate clearly and effectively, both orally and in writing; ability to exercise sound judgment within established guidelines; ability to demonstrate sensitivity, tact, and excellent customer service while interacting with others; ability to establish and maintain cooperative working relationships with employees, City officials, and the general public; ability to maintain professionalism at all times, in person and over the phone, including stressful situations and

when handling disputes or complaints; ability to understand and follow oral and written instruction.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit, and frequently to stand and walk to counter areas. The sensory demands include the ability to talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries records and documents weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; and interact appropriately with staff, management, vendors, and the general public in the course of work.

WORK ENVIRONMENT:

The employee frequently works in office conditions where the noise level is usually moderate, at and below 85 decibels.

SELECTION PROCEDURE:

To submit your application, please visit: <https://www.calopps.org/city-of-seal-beach>

Please note that only online applications are being accepted for this recruitment. Our Human Resources Department can be contacted at (562) 431-2527 x1336 and hr@sealbeachca.gov.

Appointment is subject to any or all of the following: reference check, DOJ/FBI fingerprinting, and comprehensive physical examination. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required.

NOTE: *The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.*