



**Invites Applications for:**

**Office Assistant**

Part-Time Temporary Employment limited to 1,000 hours annually  
No Benefits

**Final Filing Date: Open and Continuous**

---

***THE POSITION***

The City of American Canyon is seeking individuals who will perform a wide variety of general clerical work in support of an assigned function; to provide customer service in-person and on the phone; and to provide information and assistance to staff and the public. This position will work during the day and on a part-time basis. The position is considered temporary/part-time and is limited to no more than 1,000 hours per fiscal year.

---

***MINIMUM QUALIFICATIONS***

**Experience & Education:** Some clerical experience is highly desirable.

**License:** Requires a valid Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis

**Certificate:**

Possession of, or ability to obtain, current certificates in Adult CPR/AED, Child CPR and First Aid. Must be acquired, and an original presented to the Human Resources Department before hire.

---

***THE SELECTION PROCESS***

**The City of American Canyon application must be submitted.** To apply, please visit [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org) (Just click Departments & Services/Human Resources/Job Opportunities).

Based on a review of qualifications and the supplemental application those applicants determined to be the most qualified will be invited to an oral interview.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education.

After a Conditional Offer of employment is made, applicants may be required to complete and pass a drug screen. Conditional Offers of employment will be made and contingent upon successful completion of Livescan Fingerprinting. The resulting report of conviction history (if any) will be used to determine whether the nature of the conviction (or arrest, in limited circumstances) will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

---

**Veteran's Preference- view City Policy at <http://www.cityofamericancanyon.org/city-departments/administrative-services-human-resources/job-opportunities>**

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of American Canyon will afford veteran preference over other candidates.

---

**COMPENSATION AND BENEFITS: Hourly Rate: \$14.40 - \$17.50; No Benefits**

---

This publication can be made available in alternative formats for persons with Disabilities by calling (707) 647-5306 (Voice) or 711 for the California Relay Service or emailing the ADA Coordinator, Carmela Santos at [csantos@cityofamericancanyon.org](mailto:csantos@cityofamericancanyon.org).

Please allow 72 hours for your request to be process.

The City of American Canyon is an Equal Opportunity Employer.