



EMPLOYMENT OPPORTUNITY

With the City of South Pasadena

1414 Mission Street, South Pasadena, California 91030-3214

Telephone: (626) 403-7312

Secretary Full Time (\$2,920 to \$3,549 per month)

The City of South Pasadena is recruiting to fill a full-time Secretary position in the City Clerk's Office. The position serves under general supervision and performs records management, high level secretarial work and other related duties as required.

Filing Deadline: **A City Employment Application must be completed and sent to the Personnel Office, Room 202, at 1414 Mission Street, South Pasadena, CA 91030. Resumes and faxes will not be accepted in lieu of completed applications. Application will be accepted until September 25, 2008.**

Example of Duties Implements, maintains, and monitors records management processes and procedures in the City Clerk's office. Serves as the key staff person in utilizing Laserfiche document imaging software including entering and retrieving information. Conducts research in response to requests from staff and the public. Provides support in producing twice monthly agenda packets for City Council meetings. Provides excellent customer service in responding to inquiries from internal and external customers. Demonstrates continuous effort to improve operations, decrease turn-around times, streamline work processes, and work cooperatively with staff. Takes initiative to establish and maintain print and electronic records system. Responsible for preparing a large volume and variety of records for permanent storage. Provides staff support during election periods.

Requirements Computer literacy, familiarity with Microsoft Office. High priority is placed on quality customer service, ability to communicate at all levels in the organization and with outside customers, records management and organizational skills, and attention to detail.

Education/Experience Experience should reflect experience in the general office field and familiarity with word processing, email, and Microsoft Office applications.

Knowledge/Skills/Abilities Ability to read, write and understand English language documents; to communicate effectively with customers, department personnel, supervisor, and the general public verbally and in writing; proficiency with Microsoft Office, specifically Outlook, Word, and Excel. Ability to keep privileged information confidential.

To Apply Employment Applications are available at City Hall, on the City's website at www.ci.south-pasadena.ca.us. Please submit your completed application to: Personnel Office, Room 202, City of South Pasadena, 1414 Mission Street, South Pasadena, CA 91030.