



# Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

## *Administrative Clerk I*

**\*Part –time hourly**

\*An opening for a full-time Administrative Clerk I in this department is anticipated within the next 12 months.

**PAY RATE: \$16.22-\$19.71 Hourly**  
*Open - Competitive*

Up to 28 hours weekly, scheduled Monday through Thursday, between hours of 8 a.m. through 6 p.m. (closed Fridays).

**APPLICATION PROCEDURE:** The City of La Verne Application bundled with this PDF must be filed with the City of La Verne Personnel Office. Due to browser compatibility issues, save PDF to desktop before filling it in. Save completed application before e-mailing as attachment to [hr@cityoflaverne.org](mailto:hr@cityoflaverne.org).

**DEADLINE FOR RECEIPT OF COMPLETED APPLICATION: 5 p.m. – Thursday, February 28, 2019.**

### THE POSITION

The immediate opening is in the Community Development Department in City Hall. Duties consist of heavy public contact/receptionist duties over the public counter and by telephone. Duties also include: type and proofread a variety of documents including reports, memos, letters and statistical charts; perform a wide variety of clerical work including filing, recording information, maintain building permit records and plans, coordinate inspection schedules; operating a personal computer, calculator and other office appliances; perform related duties as required.

### THE CITY



The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. La Verne is a city of more than 30,000 residents and a well-balanced community with a good mix of residential, commercial, and industrial features. La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them and oversee a total annual budget of over \$56 million. La Verne is a "close knit" community that is home to many fine institutions and facilities which include the University of La Verne (founded in 1891), Brackett Airport, and fine public and private schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small town charm.

The City is interested in hiring an individual who exemplifies the values that make La Verne a safe, desirable, and engaged place to live.

## DESIRABLE QUALIFICATIONS

Ability to type accurately at a speed of 40 WPM; education equivalent to completion of the twelfth grade, supplemented by specialized clerical courses; experience using Microsoft Word and Excel; familiarity with and ability to read construction plans is highly desirable.

**\* Candidates must provide, at their own expense, a certificate verifying their typing speed prior to appointment.** Internet typing tests will not be accepted. A typing certificate is required before hire, but is not required at time of application.

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Prior to hire, successful candidates will also be required to undergo a medical examination (including drug screen).



The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

**PERSONNEL OFFICE (909) 596-8726**  
**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org)**  
**Equal Opportunity Employer**

**CITY OF LA VERNE**  
**APPLICATION FOR EMPLOYMENT – Non-sworn**

Personnel Office  
 3660 D STREET • LA VERNE, CALIFORNIA 91750-3599  
 AN EQUAL EMPLOYMENT OPPORTUNITY

APPLICATION FOR POSITION OF: **Administrative Clerk I**

**GENERAL BACKGROUND INFORMATION**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
NUMBER AND STREET APT. NO.

\_\_\_\_\_ CITY STATE ZIP CODE

EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
AREA CODE

CELL PHONE: \_\_\_\_\_  
AREA CODE

SOCIAL SECURITY NUMBER: \_\_\_\_\_ **THIS SECTION NOT FOR**  
**ELECTRONIC SUBMISSION**  
 DRIVER'S LICENSE NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PLEASE LIST ANY OTHER NAMES YOU HAVE USED FOR WORK OR EDUCATION RECORDS:

IN AN EMERGENCY, NOTIFY: \_\_\_\_\_  
NAME

\_\_\_\_\_ ADDRESS CITY STATE ZIP CODE TELEPHONE

IF "YES" TO ANY OF THE FOLLOWING QUESTIONS (A THROUGH D), PLEASE EXPLAIN UNDER "REMARKS" BELOW.

- a. HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM A POSITION? YES  NO
- b. DO YOU HAVE ANY PHYSICAL OR MENTAL CONDITION OR HANDICAP WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB APPLIED FOR? IF YES WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? YES  NO
- c. HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF LA VERNE? YES  NO
- d. ARE ANY OF YOUR RELATIVES EMPLOYED BY THE CITY OF LA VERNE? YES  NO

A "YES" ANSWER TO ANY OF THE ABOVE QUESTIONS WILL NOT AUTOMATICALLY DISQUALIFY THIS APPLICATION FROM FURTHER CONSIDERATION. FALSE ANSWERS MAY BE CAUSE OF DISQUALIFICATION OR DISMISSAL.

REMARKS

- e. ARE YOU OVER 18 YEARS OF AGE? YES  NO
- g. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH, FLUENTLY? YES  NO   
 IF SO, PLEASE SPECIFY: \_\_\_\_\_
- h. WHAT WRITTEN PROOF OF LEGAL RESIDENCE CAN YOU SUBMIT TO SHOW THAT YOU ARE ENTITLED TO WORK IN THE UNITED STATES? (e.g., birth certificate, certificate of naturalization, U. S. passport, work visa, resident alien card, or social security card **PLUS** driver's license.) \_\_\_\_\_

**EDUCATION**

ARE YOU A HIGH SCHOOL GRADUATE? IF NOT, DO YOU POSSESS A GED OR HIGH SCHOOL EQUIVALENCY?  
 YES  NO  YES  NO

HIGHEST GRADE COMPLETED:

NAMES, LOCATIONS & DATES OF ALL COLLEGES AND UNIVERSITIES ATTENDED:	FULL OR PART TIME:	NO. OF UNITS EARNED:	MAJOR SUBJECT:	DEGREE OR CERTIFICATE:

**EMPLOYMENT HISTORY**

LIST ALL JOBS YOU HAVE HELD WITHIN THE LAST TEN YEARS. START WITH YOUR PRESENT OR MOST RECENT POSITION. IF ADDITIONAL SPACE IS NEEDED, SUBMIT AN ADDITIONAL DOCUMENT. **THIS SECTION MUST BE FULLY COMPLETED.**

FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		
FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		
FROM (MO/YR)	COMPANY NAME	PHONE
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TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		

**REMARKS**

PROVIDE THE FOLLOWING REQUESTED INFORMATION ON AT LEAST TWO RELIABLE PERSONS, OTHER THAN RELATIVES, WHO ARE SUFFICIENTLY FAMILIAR WITH YOUR QUALIFICATIONS AND CHARACTER TO FURNISH DEFINITE INFORMATION ABOUT YOU.

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

**SELF-CERTIFICATION OF SKILLS**

PLEASE LIST ANY EQUIPMENT, SOFTWARE, MECHANICAL AIDS (RELEVANT TO YOUR POSITION) YOU HAVE USED AND LEVEL OF PROFICIENCY (e.g. WPM):

**CERTIFICATE OF APPLICANT**

"I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF LA VERNE TO MAKE INVESTIGATIONS AND INQUIRIES THAT ARE LIMITED TO THE REQUIREMENTS FOR THIS POSITION, OF MY EMPLOYMENT, FINANCIAL AND MEDICAL HISTORY AND OTHER RELATED MATTERS, AS THEY RELATE TO THE REQUIREMENTS OF THE POSITION FOR WHICH I AM APPLYING. IN ARRIVING AT AN EMPLOYMENT DECISION, I HEREBY RELEASE EMPLOYERS, SCHOOLS OR PERSONS FROM ANY LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR ANY STEP IN THE EMPLOYMENT SELECTION PROCESS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I FURTHER UNDERSTAND THAT AN APPOINTMENT TO THIS POSITION IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A PHYSICAL EXAMINATION AND BACKGROUND CHECK. I UNDERSTAND ALSO THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE CITY OF LA VERNE." I UNDERSTAND THAT IF DURING THE RECRUITMENT PROCESS ANY CHANGES OCCUR IN THE INFORMATION PROVIDED, I MUST NOTIFY THE CITY.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_