



# CITY OF LA VERNE

3660 D Street, La Verne, California 91750

## **ACCOUNT CLERK I**

MONDAY-THURSDAY, EVERY FRIDAY OFF

Open – Competitive

SALARY RANGE: \$32,886—39,974

HOURS: Four (4) day work week with 9-hour shifts; normal schedule is Monday through Thursday, 8 a.m. until 6 p.m. (closed Fridays).

DESIRABLE QUALIFICATIONS: One (1) year of clerical experience including some financial and statistical recordkeeping that has provided the applicant with the following skills and abilities:

- Cash handling
- Typing at 35 WPM
- Operation of a ten-key calculator
- Municipal experience with utility customer accounts preferred
- Read, write, and speak in English
- Computer savvy, with related experience utilizing automated accounting systems
- Excellent people skills with a commitment to providing superior customer service

DUTIES: Under supervision, participates in the various accounting-related functions including cashiering, accounts payable, payroll, accounts receivable billing, bank statement reconciliation, etc. Operates a computer terminal, ten-key calculator and cash register in performing assigned tasks. Also composes routine correspondence demonstrating skills in spelling, vocabulary, grammar, and punctuation. Performs related duties as assigned.

SELECTION PROCESS: Candidates with qualifications that satisfy the desirable qualifications above will be invited to participate in a competitive examination process that will include the following phases:

<u>PHASE</u>	<u>WEIGHT</u>
Written examination (if necessary)	Qualifying
Appraisal Interview	100%
*Ten-key Calculator certification	Qualifying

**\*Candidates will be asked to provide, at their own expense, a certificate verifying their proficiency in the operation of a ten-key calculator prior to appointment.**

APPLICATION PROCESS: City of La Verne Application form must be submitted to the Personnel Office by **Thursday, February 22, 2018 – 5:00 p.m.** An application is available at La Verne City Hall, 3660 D Street, La Verne. Application is not available online.

Account Clerk I (Cashier), continued

**BENEFITS**

- 4-day, 36-hour workweek; Monday through Thursday
- Up to \$1700 monthly contribution toward family medical coverage and dental plan
- Ability to qualify for City-paid contributions toward medical insurance premiums after retirement
- Ability to qualify for up to 5% exceptional performance award
- CalPERS Defined Benefit Plan: 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.4 to 4.6 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long term disability plan
- \$1,500 tuition reimbursement for job-related courses

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***