

## **City of Portola**

### **Full-time Administrative Clerk**

Compensation: \$24.76-30.10 per hour, plus an excellent benefit package which includes CalPERS, Health Insurance, Sick and Vacation pay.

Under administrative direction, performs a variety of highly responsible work for the City Manager's office and other City Departments. Job duties will be related to: customer service, front counter (interaction with the public, cashiering, and clerical duties), preparing City Council agendas, agenda reports, and associated documents as needed, maintaining files, coordinating with community groups and businesses, assisting with human resources. Implements the City's records management program; performs related duties as assigned. Provides backup support to the City Manager, City Council and other office administrative staff, and related work as required. The ideal candidate will be a team player but also have the ability to work independently. The ability to work with fellow employees and the public is essential. A minimum of two years of related experience is required; governmental experience is preferred. Successful completion of two years of college-level course work in Business or Public Administration, Office management is desirable.

For a complete job description and application go to [cityofportola.com](http://cityofportola.com). To apply, email your resume, completed City of Portola job application and cover letter to [citymanager@cityofportola.com](mailto:citymanager@cityofportola.com) or deliver to City Hall at 35 Third Avenue, Portola. Incomplete packages will not be considered. If you have any questions or need further information, please email [citymanager@cityofportola.com](mailto:citymanager@cityofportola.com). Position opened until filled.

**License:** Possession of or ability to obtain a valid Class C California Driver's License. Interest in and ability to successfully complete training to become a Certified Municipal Clerk