

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

Detailed oriented and well organized?

A team player who wants to contribute?

Someone who enjoys helping others?

Focused on quality customer service?

NOW RECRUITING FOR:

Administrative Assistant

Apply by 12 Noon, Tuesday, 10/15/2019

SALARY

\$1,459.15 - \$1,862.61 bi-weekly

PRIMARY RESPONSIBILITIES

The Administrative Assistant is a full time position that performs a variety of complex and responsible clerical, technical, and administrative support. The Administrative Assistant serves as an office manager, relieving the Department Manager from performing administrative detail work, and is expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. Bilingual English/ Spanish preferred but not required.

QUALIFICATIONS

Experience/Education: 4 years of administrative and secretarial experience or the performance of related work. High School diploma or equivalent supplemented by specialized training. An Associate of Arts degree in Public Administration, Business Administration or related field is desirable.

Licenses: Valid Class C California Drivers License.

Typing Certificate: Minimum typing speed of 55 net words per minute. Applicants must submit a typing certificate from an approved source on the list of providers with their employment application to be considered. Typing certificate must be current and dated within 30 days of application.

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Written Exam: 100% Weight Value. **The written exam will be administered on October 24, 2019.** Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401. Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

learn more



madera.gov/apply



SALARY

Compensation and benefits for the Administrative Assistant position are defined in the Memorandum of Understanding between the City of Madera and the General Bargaining Unit, as well as the City's Personnel Rules.

Step A	\$1,459.15
Step B	\$1,532.10
Step C	\$1,608.98
Step D	\$1,689.28
Step E	\$1,773.99
Step F	\$1,862.61

LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.



RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 6.25%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield. Dental insurance is through Ameritas and vision coverage is through Superior.

EDUCATION REIMBURSEMENT

Up to \$2,400/fiscal year for college coursework with prior approval from your Department Head.

EDUCATION INCENTIVE

3% of base pay for a job-related Bachelor's Degree

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.



APPROVED SOURCES FOR VERIFICATION OF TYPING SKILLS

SELF-ADMINISTERED ON-LINE COMPUTER CERTIFICATES
ARE NOT ACCEPTED

SELECT STAFFING
1653 N. SCHNOOR SUITE 111
MADERA CA 93637
(559) 675-8888
FEE: \$15.00 APPOINTMENT ONLY

INSTITUTE OF TECHNOLOGY
564 WEST HEARNDON AVENUE
CLOVIS CA 93612
(559) 297-4500
FEE: \$10.00
WALK INS AVAILABLE

FRESNO ADULT & COMMUNITY EDUCATION
2500 STANISLAUS STREET
FRESNO CA 93721
(559) 457-6002 APPOINTMENT ONLY
FEE: \$15.00

MADERA COUNTY WORKFORCE ASSISTANCE CENTER
2037 W CLEVELAND AVE
MADERA CA 93637
(559) 662-4511 APPOINTMENT ONLY
NO FEE

WORKNET OF MERCED COUNTY
1880 WARDROBE AVENUE
MERCED CA 95341
(209) 724-2100
WALK INS 8:00-4:30
NO FEE