



City of Milpitas

Announces a career opportunity as Office Assistant I/II

Salary Range: \$45,452 - \$60,770 annually

Post Date: December 18, 2015

Final Filing Date: **5:00 p.m., Wednesday, January 6, 2016**

Please note: This recruitment will close on January 6, 2016 or as soon as we receive the first 200 applicants; whichever comes first.

About the Position

The City of Milpitas is seeking an Office Assistant I/II for the Building & Safety Department. Under general supervision, performs a wide variety of office support duties related to the function and department, which may include reception, typing, word processing, data entry, record keeping and filing.

Examples of Duties – *duties may include, but are not limited to, the following:*

- Take inspection requests and schedule inspections for contractors and homeowners.
- Answer phone inquiries from contractors and the general public regarding inspection and permit process and inspector information or route to appropriate person or department.
- Assist Inspectors with research for permit information, meter release requests, re-inspection fees, etc.
- Collect and prepare the department's time sheets and get the appropriate signatures.
- Enter the department's time sheets into payroll system, balance, print reports, and deliver to Finance.
- Collect all issued permits, assign a location numbers, complete location cards, make file folders, and file all materials appropriately.
- Data entry in TRAKit (building permitting system).
- Prepare document imaging as needed.
- Pick-up and distribute department mail.
- Assist building staff and other departments with pulling plans and or folder from issued permits.
- Prepare permits for imaging and maintain cataloguing information in an excel spreadsheet.
- Report statistical data regarding building permits to U.S. Census Bureau and McGraw-Hill, and other interested parties; prepare monthly and quarterly reports.
- Process records research requests and follow-up with requestor.
- Maintain Department Filing system.
- Order department's office supplies.
- Special assignments as assigned.

Minimum Qualifications

Experience: Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Education:

Office Assistant I: No specific education or experience is required.

Office Assistant II: One year of general clerical or office assistant experience.

License or Certificate:

Possession and maintenance of a valid California Driver's License.

Possession of typing proficiency certificate with a minimum of 40 words per minute.

Special Requirements – *Essential duties require the following physical abilities and work environment:*
Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the final filing date of:

5:00 p.m., Wednesday, January 6, 2016

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

