



CITY OF CULVER CITY
invites applications for the position of:

ADMINISTRATIVE CLERK

SECRETARY

ADMINISTRATIVE SECRETARY

An Equal Opportunity Employer

SALARY:	Administrative Clerk:	\$21.53 - \$26.28 Hourly
	Secretary:	\$23.55 - 28.71 Hourly
	Administrative Secretary:	\$26.28 - \$32.04 Hourly
DEPARTMENT:	Various	
DIVISION:	Various	
OPENING DATE:	xx/xx/xx	
CLOSING DATE:	xx/xx/xx 05:00 PM	

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

The City of Culver City is accepting applications for these three classifications located throughout the City. Depending upon the position, duties include performing a variety of administrative and secretarial duties for a department head, manager, supervisor or in support of an office. The advanced clerical positions may supervise other clerical positions.

For detailed job description information click on the following link:
<https://www.governmentjobs.com/careers/culvercity/classspecs>

MINIMUM REQUIREMENTS:

High School graduation or equivalent for all classifications PLUS:

~~Administrative Secretary: Typing requirement — 60 wpm and 5 years progressively responsible general clerical or technical office management work including 2 years involving duties at a level comparable to Secretary. College coursework is desirable.~~

~~Secretary: Typing requirement — 50 wpm and 3 years progressively responsible experience at a level equivalent to an Administrative Clerk.~~

~~**Administrative Clerk: Typing requirement – 45 wpm and 2 years of office experience.**~~

Administrative Clerk: two (2) years of experience providing administrative support, preferably in an office setting.

Secretary: three (3) years of progressively responsible administrative support experience at a level equivalent to Administrative Clerk.

Administrative Secretary: five (5) years of progressively responsible general clerical or technical office management work experience including two (2) years experience at a level equivalent to Secretary.

Licenses and Certificates: None

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all of the following examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

~~***Typing Skills (Qualifying):*** To assess ability to type the required words per minute. *(Culver City will not administer a typing test, must submit certificate as proof of typing requirement).*~~

Administrative Clerk:

Written Test (weighted at 50%): To assess administrative skills such as reading comprehension, grammar, vocabulary, ~~and customer service,~~ basic office and computer skills. *(Tentatively scheduled for _____).*

Oral Appraisal Interview (weighted at 50%): To evaluate training, experience and personal qualifications *(Tentatively scheduled for _____).*

Secretary and Administrative Secretary:

Written Test (weighted at 50%): To assess administrative skills such as reading comprehension, grammar, vocabulary, customer service, analytical/reasoning, basic office and computer skills. *(Tentatively scheduled for _____).*

Oral Appraisal Interview (weighted at 50%): To evaluate training, experience and personal qualifications *(Tentatively scheduled for _____).*

ADDITIONAL INFORMATION:

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in

the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

- The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation.
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.culvercity.org/jobs>

9770 Culver Blvd.
Culver City, CA 90232
Main Line 310-253-5640
