



# City of Rocklin

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PART-TIME POSITION AVAILABLE

## OFFICE ASSISTANT II

POLICE DEPT. VOLUNTEER/SUPPORT SERVICES DIVISION

Salary: \$14.75 per hour

(No Benefits)

***Application Deadline: Upon receipt of the first 75 applications or Friday, Sept. 20, 2019, at 5:00 p.m.; whichever occurs first***

### THE POSITION

The City of Rocklin is looking for a part-time Office Assistant II to assist the Police Department in the Volunteer/Support Services Division. The work schedule will be based on the needs of the office working no more than 28 hours per week, not to exceed 999 hours in a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). This is a temporary at-will position and does not offer benefits.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The applicant should have knowledge of standard office administrative and secretarial practices and procedures, including the use of standard office equipment. Perform a variety of general office support work, such as organizing and maintaining various files, reports, forms and information. Processing and preparing written correspondence, mailings, phone calls and voicemails. Proficient with Microsoft Office software such as Excel, Word, PowerPoint, and Outlook. Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- Must have the equivalent to the completion of the 12<sup>th</sup> grade
- Must possess a current valid California Class C driver license

### SUPPLEMENTAL QUESTIONNAIRE (Limit response to one page)

1. Describe your experience performing clerical work.

### APPLICATION PROCESS

Applicants may [apply on-line](#) or by submitting [a hard copy employment application](#). [Electronic submittals](#) are preferred; however [hard copy applications](#) will be accepted at the address below.

*City of Rocklin - Human Resources Department  
3970 Rocklin Road  
Rocklin, CA 95677*

*Phone: (916) 625-5050 / FAX: (916) 625-5099 / Job Line: (916) 625-5060*

Offers of employment are conditional upon successful completion of a pre-employment fingerprint clearance. All applicants will be notified by e-mail following the application review.

The City of Rocklin is an Equal Opportunity Employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department in writing upon submittal of the application. Medical disability verification may be required prior to accommodation.