

OFFICE CLERK



THE POSITION

The City of San Fernando is seeking a highly motivated, energetic, creative, and responsible Office Clerk in our Recreation and Community Services Department.

Under general supervision, performs varied clerical, typing and cashing duties; provides clerical assistance in specialized work and programs; deals with the public in person and by telephone; assists in office operations and procedures, and performs relevant office duties as needed.

IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

SFCITY.ORG/Hiring-Now/#Job-Specs

- Perform clerical duties: typing, data entry, filing, processing forms, and handling correspondence.
- Assist at public counter and by phone, providing information and routing inquiries.
- Process payments, reconcile accounts, and maintain records.
- Purchase supplies and process invoices.
- Post publicity materials at designated locations.
- Support special events and perform related duties as assigned.

EXPERIENCE & TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

EXPERIENCE One year of general clerical or secretarial experience is required.

Knowledge in applicable computer software (Microsoft Office) applications is highly desirable.

TRAINING High School graduation or GED equivalent is required.

SPECIAL REQUIREMENTS Must possess a valid California Class C driver's license along with car insurance on appointment and as a condition of continued employment. Must have own transportation to travel within City limits. Must be at least 18 years of age.

WORK SCHEDULE Full-time, 40 hours per week. May be required to work a variety of shifts, including weekends and holidays, as needed.

DESIRABLE REQUIREMENTS Ability to understand and speak Spanish.

PHYSICAL ABILITIES & ENVIRONMENTAL CONDITIONS Ability to sit, stand for long periods, walk, kneel, reach, twist, lean, climb and lift supplies/forms, operate a computer keyboard, calculator, telephone for long periods, and tolerate exposure to vibration, pitch and glare from a computer.

**Parks
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Life
Better!**

COMPENSATION & BENEFITS

Hourly Salary: \$18.35-\$22.73/hour

RETIREMENT Public Employees' Retirement System (PERS), 3% at 60 or 2% at 55 formulas for Classic members and 2% at 62 for PEPR members. All are integrated with Social Security.

INSURANCE As part of a full flex Cafeteria Plan, employee and eligible dependents receive a monthly flex dollar allowance to apply toward medical, dental, and vision benefits offered through the City insurance plans. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available.

PAID PARENTAL LEAVE Up to 12 weeks (480 hours) of 100% paid time off for pregnancy disability and/or time to bond with new child during approved leave under FMLA and/or CFRA.

VACATION LEAVE Ranges from 80 hours per year to 160 hours, depending on years of service.

SICK LEAVE 12 days per year.

HOLIDAYS 13 days per year.

OVERTIME Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

BILINGUAL BONUS \$100 per month upon passing the Spanish Bilingual exam.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall
(117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@sfcity.org | (818) 898-1221

RECRUITMENT PROCESS

Applicants will be screened for completeness and fulfillment of the position qualifications. The most qualified candidates will be invited to participate in the recruitment process in this order:

Application Screening
Professional Oral Panel Interview
Department Interview

POSTED: 8/12/25

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

OFFICE CLERK (FULL-TIME)

HOURLY SALARY

\$18.35 – \$22.73

FILING DEADLINE

SEPTEMBER 12, 2025 AT 5 PM

