



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
FAX: (831) 464-8659  
Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **RECEPTIONIST**

Salary: \$3,480 to \$4,231 per month

Plus, Comprehensive Benefits

FILING DEADLINE: Friday, November 9, 2018, by 5:00 pm

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### **CURRENT OPENING**

This opening is a full-time, benefited position in the City Manager's Department

### **GENERAL PURPOSE**

Under general direction, meet the public and assist callers by directing or transferring them to the appropriate person or office; assist public in obtaining various city hall services; provide clerical/administrative support to staff; assist in the administration of standard operating policies and procedures of the assigned department; and perform related clerical work as required. The job description is under review.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answers inquiries concerning the location and function of various sections and personnel of the City.
- Greets visitors and directs them to sources of information, appropriate personnel or offices.
- Gives out standard forms and basic/simple building permits, explains how to complete them, and screens for completeness.
- Schedules inspections for the Building Department.
- Provides basic answers to Community Development inquires.
- Answers telephone, providing information and routing calls; takes and relays messages.
- Receives, opens, sorts and distributes incoming mail. Maintains the outgoing mail system.
- Types general correspondence, rough drafts and other documents and forms from clear copy.
- Performs general clerical tasks as needed.
- Inventories and orders all office supplies.
- Business License: Provides business license information to the public and staff; takes in license applications and fees.
- Receives and processes payments; issues receipts; completes proper forms, maintains cash box.
- Prepares and maintains calendar for department/division operations
- Maintains the City Scroll



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## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and (B) one year of increasingly responsible related experience involving clerical work and meeting the public, or any equivalent combination of related education and experience.

### **Knowledge, Skills and Abilities:**

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; some knowledge of city services and recreation programs; proper English usage, grammar, punctuation, vocabulary and spelling

(B) Skill in operation of listed tools and equipment.

(C) Ability to: perform cashier duties accurately, meet the public with poise, understand public inquires and assist them in getting them help; learn and remember a wide range of information about the personnel, organization and procedures of the departments; communicate effectively verbally and in writing; handle stressful situations; type at a moderate rate of speed; maintain strict confidentiality of information, multitask, learn the activities and operations of city, understand and follow complex oral and written instructions; perform arithmetical calculations using addition, subtraction, multiplication and division; effectively and tactfully communicate in both oral and written forms, intermittently bend and twist to reach equipment on surrounding desk; intermittently reach above and below shoulder level to reach books, files reports on shelves and in filing cabinets, squat and kneel to reach files and related documents; sit at a desk using near vision for long periods of time; speak English.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; bend, twist and squat.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **APPLICATION AND TESTING PROCESS**

A City of Capitola employment application, resume and typing certificate (taken within the last 6 months) must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by the filing deadline. Applications are accepted via email or standard mail. No postmarks accepted. An application may be obtained by calling 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org). Applications will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to



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participate in the selection process which may be any combination of written, oral, and/or performance exams.

**Reasonable accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**

## **APPOINTMENT**

Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve-month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

## **BENEFITS**

Retirement: The City participates in CalPERS with a retirement formula of 2.5%@55 for employees with less than a six-month break in PERS-qualified employment. For employees who have never been a member of CalPERS, the retirement formula is 2%@62 and employees will contribute 50% of the normal costs, currently 6.25% of their reportable salary, towards retirement.

Medical, Dental and Vision Insurance: The City offers five HMOs and three preferred-provider health plans. Dental and vision plans are also available. Effective 7-1-18, the City pays \$800 for employee, \$1150 for employee + 1, and \$1400 for employee + 2 per month under a cafeteria plan. Employees are eligible for enrollment at time of hire.

Life Insurance: The City provides a \$50,000 policy + \$1,500 for each dependent.

Disability Insurance: The City provides coverage for the employee.

Deferred Compensation Plan: The City encourages and supports employee enrollment in a 457-deferred compensation plan.

Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.

Holidays: Twelve (12) days per year, plus three (3) personal holidays.

Sick Leave: Twelve (12) days per year, with unlimited accrual.



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The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.



**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**