

ASSISTANT CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY MANAGER.
\$3,533.30 - \$4,509.49/month. (Compressed work schedule Monday - Thursday): The City of Atwater is recruiting for an Assistant City Clerk/Executive Assistant to the City Manager in the City Clerk/Administration Department. Under general supervision, to perform technical work in the preparation, distribution, maintenance, custody, and preservation of official City documents and records; to assist with the daily administration of City Clerk and Administration Department operations and functions; to perform responsible and confidential administrative duties for the City Manager; to relieve the City Manager of a variety of administrative details; and to perform related work as required. May take and record the proceedings and prepare minutes of meetings. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Unrepresented/Confidential.

Minimum qualifications include, but are not limited to, the ability to: perform difficult, complex, and responsible administrative support work; learn municipal laws and procedures, election laws, and fair political practices requirements; type at a net speed of 60 words per minute; and assist the City Clerk by maintaining responsibilities of the City Clerk. Must be willing to attend meetings outside normal working hours and be available to work weekends and evenings as necessary. Equivalent to graduation from high school including or supplemented by specialized clerical or records management courses. Four (4) years of increasingly responsible executive administrative office experience including considerable public contact. Experience in a City Clerk's office or other public agency is highly desirable. Possession of a valid California driver's license. Please refer to job description for complete listing of minimum qualifications located on the City's website.

Upon issuance of a conditional job offer, qualifying candidates are required to successfully complete and pass a criminal record background clearance, medical examination, and drug screen.

Applications may be obtained on the City's website <http://www.atwater.org> or picked up at City Hall and must be submitted directly to the Human Resources Department, 750 Bellevue Road, Atwater, CA. Final filing date: **5:00 PM, Thursday, December 7, 2017.**
EEO/AA; TDD 711