



Now Accepting Applications for
ADMINISTRATIVE INTERN

Hourly Rate: **\$15.00 - \$18.23 per hour**
Part-Time/Temporary; At-Will Employment

Filing Deadline: Open until filled

Applications MUST be submitted online at www.GovernmentJobs.com

The City of San Pablo is seeking Administrative Interns that are eager to learn. This position will be the face of the Department and must have excellent customer service skills as well as the ability to multi task. They will assist staff in the areas of customer service, registration, marketing, money management, program coordination and facility management. This position will work out of either the San Pablo Community Center, 2450 Road 20 or the San Pablo Senior Center at 1943 Church Lane.

About the Position: The incumbents will serve as a member of the Community Services Department and will receive close supervision from a full-time member of the Recreation Division and Senior Division depending on assignment.

Experience and Training: An ideal candidate will have experience in customer service and modern office practices, procedures, and equipment. Bilingual (English/Spanish) is a plus. Candidates will be efficient with Microsoft Office Outlook, Word and Excel. This position's work schedule is Monday – Friday between the hours of 8:00 am – 6:00 pm depending on the shift.

Required License or Certificate: Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. This is an ongoing recruitment so we will be continuously accepting applications. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Recruitment timeline: We are looking for at least 2 positions ASAP to work as early as Sep 20, 2021.

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

All applicants are advised that all City employees (full- and part-time) must comply with the City's current COVID policies.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please respond in detail to the questions below, as they will be used as a screening criteria. Applications without supplemental questions will not be considered.

1. Briefly describe your experience in the utilization and management of a database and any software program(s) you are familiar with, and your proficiency with each (beginning, intermediate, advanced).
2. Do you speak any languages other than English, if so, what language and at what skill level?
3. What is your availability between the times of Monday – Friday 8:00 am – 6:00 pm?