



CITY OF CORONADO, CALIFORNIA  
invites applications for the position of:  
**Office Specialist**

An Equal Opportunity Employer

**SALARY:** \$3,075.68 - \$3,925.43 Monthly

**OPENING DATE:** 11/19/13

**CLOSING DATE:** 12/03/13 05:30 PM

**THE POSITION:**

There are currently two vacancies in the City of Coronado: one full-time position (40 hours per week) in the Recreation Services Department/Facilities Division and one part-time position (20 hours per week) in the Golf Course Operations Department. Salary and benefits for the part-time position will be pro-rated based on the hours.

The eligibility list established from this recruitment will be in effect for a period of at least six months and will be used to fill any Office Specialist (full-time and part-time) vacancies during that period.

**KEY RESPONSIBILITIES:**

**ESSENTIAL JOB FUNCTIONS**

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Perform a variety of specialized clerical support work of above average difficulty in support of an assigned program or department.

Maintain and update specialized and accurate records and files pertaining to the area of assignment; research records for various information as requested; copy and distribute reports, records, and files as requested.

Monitor assigned budget and associated accounts; track revenues and expenditures; keep management staff updated on account status.

Prepare various contracts for services relative to assigned area of responsibility; collect appropriate vendor information and forward paperwork to appropriate staff for finalization.

Process applications for various City licenses and permits; explain permit requirements, policies, and procedures to applicants; enter information into computer; mail completed licenses and permits; file all applicable paperwork.

Receive and respond to questions, inquiries, and requests from the general public; provide information on assigned operations and activities; relay messages and provide information on City policies and procedures as required; refer callers to appropriate City staff for further assistance as needed.

Attend various meetings; take and transcribe minutes as requested; index and distribute City Council meeting agendas and minutes.

Prepare various promotional flyers, brochures, forms, and newsletters to provide information regarding the assigned area of responsibility.

Participate and provide assistance in various special projects; conduct surveys to obtain information

from the general public.

Assist in preparing for special events including renting of equipment, fundraising, and coordination with other City departments.

Prepare and proofread a variety of documents and forms including general correspondence, reports and memoranda from rough draft or verbal instruction; disseminate information as appropriate.

Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.

Perform related duties and responsibilities as required.

**MINIMUM REQUIREMENTS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** At least three years of increasingly responsible clerical support experience.

**Education/Training:** Equivalent to the completion of the twelfth grade.

**Licenses and Certificates:** Possession of a valid Class C California Driver's License with a safe driving record.

**Knowledge of:**

Business letter writing and basic report preparation techniques.  
Operations and activities of the assigned department or program.  
Modern office procedures, methods and computer equipment.  
Practices used in minute taking and preparation.  
Methods and techniques of proper phone etiquette.  
Methods and techniques of public relations and customer service.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic mathematical principles.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Perform specialized clerical support duties and tasks.  
Type at a speed necessary for successful job performance.  
Respond to requests and inquiries from the general public.  
Handle multiple tasks simultaneously.  
Set up and maintain a variety of files and records.  
Understand and explain City policies and procedures.  
Operate and use modern office equipment including a computer and various software packages.  
Independently prepare correspondence and memoranda.  
Prepare clear and concise reports.  
Compile and verify a variety of statistical information.  
Maintain confidential records and reports.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

**SUPPLEMENTAL INFORMATION:  
PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands herein 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 these essential job functions. **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction. **Mobility:** Incumbents require sufficient mobility to work in an office setting, operating office equipment; extensive use of computer keyboard. **Vision:** Vision sufficient to read small print, computer screens, and other printed documents. **Environment:** Normal office setting. **Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

**EXAMINATION PROCESS**

**A completed City of Coronado employment application must be submitted on-line at [www.coronado.ca.us](http://www.coronado.ca.us) (under the Quick Link to Employment) by 5:30 p.m. on Tuesday, December 3, 2013.** Applications will be reviewed on the basis of education, training, and experience. Applicants considered most qualified will be invited to participate in an examination process which consists of a clerical written test (100%) designed to evaluate the applicant's skills, knowledge, and abilities to perform the duties of the position. **The written test has been tentatively scheduled for Friday, December 13, 2013.** Candidates who successfully pass the test will be placed on the eligibility list. Applicants will be notified of their eligibility status. All appointments are subject to successful completion of a pre-employment background check and medical examination. Some positions may be required to successfully complete a thorough background investigation, computerized voice stress analyzer (CVSA), and/or drug screening. All new hires must provide verification of legal right to work in the United States.

The City of Coronado is an equal opportunity employer (EOE). Minorities, women, and persons with disabilities are encouraged to apply. Individuals with disabilities who require reasonable accommodation in order to participate in any portion of the application, interview, and/or testing process may voluntarily request the accommodation from the City at least five working days prior to the requested accommodation. Documentation of the need for the accommodation may be required upon receipt of the request.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coronado.ca.us>

Job #13-32  
OFFICE SPECIALIST  
JA

For questions regarding this recruitment, contact Human Resources:  
619-522-7301  
619-522-7300  
[employment@coronado.ca.us](mailto:employment@coronado.ca.us)

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## Office Specialist Supplemental Questionnaire

- \* 1. Do you have at least three years of increasingly responsible clerical support experience?  
 Yes    No
  
- \* 2. Do you have related work experience in the public sector?  
 Yes    No
  
- \* 3. List specific software and/or computer programs you are familiar with and have work experience using.
  
- 4. Describe your experience with customer service (over the telephone and in person). Include the employer(s) and date(s) of assignment(s).
  
- 5. Describe your specific work experience involving filing and recordkeeping. Include the employer(s) and date(s) of assignment(s).
  
- 6. Do you have any payroll and/or accounts payable experience? If so, describe your experience in detail.
  
- 7. Describe your specific experience with (a) monitoring budgets and associated accounts and (b) tracking revenues and expenditures. Include the employer(s) and date(s) of assignment(s).
  
- \* 8. Please check the types of positions you are interested:  
 Full-time  
 Part-time  
 Both full-time and part-time

\* Required Question