



Are you...

- Interested in municipal government and public service?
- Detail oriented and well organized?
- Ready for the next step in your career?

City of Madera
Human Resources
205 W. 4th Street
Madera, CA 93637
(559) 661-5401

Records Clerk

\$1,262.80-\$1,611.92/Bi-Weekly
Apply by 3pm, Friday, October 19,2018

Primary Responsibilities

The Records Clerk is responsible for performing a wide variety of advanced technical and law enforcement office support services; gathers, records, maintains, retrieves and distributes law enforcement data and information; provides training for less experienced staff; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; including responding to information request from the public.

Qualifications

Experience/Education: One year of record management work involving public contact, and a high school diploma or equivalent

Licenses/ Certificate: Valid Class C Drivers License. Must complete D.O.J. training for full access operator, and obtain a Records Clerk Certification from P.O.S.T. within one year of appointment. Department will provide necessary training to obtain certification and clearance.

Examination Process

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Administrator, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Oral Exam: 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

Compensation and Benefits

Compensation and benefits for the Records Clerk position is defined in the Memorandum of Understanding between the City of Madera and the Madera Police Officers Association as well as the City's Personnel Rules.

Retirement: The City participates in the CalPERS defined benefit retirement system. Classic Members: 2% at 60 formula, average three year final compensation; New Members (PEPRA): 2% at 62 formula, average three year final compensation. The City does not participate in Social Security.

Deferred Compensation: The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute.

Health Insurance: The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield of Ca. Dental insurance is through Ameritas and vision coverage is through Superior.

Life Insurance: The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

Medicare: The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

Long-Term Disability: This city paid benefit provides up to 2/3-income protection.

Bilingual Incentive: English/Spanish for qualifying individuals and positions after passing annual bilingual test.

Employee Assistance Program: The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

General Information

Applications may be obtained from the City's website www.cityofmadera.ca.gov/apply or by calling the City's Human Resources Department at (559) 661-5401. Original applications must be submitted to the City's Human Resources Department prior to the application deadline. Facsimiled or digitally signed applications will not be accepted.

The City of Madera is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Conditions (ARC).

Appointment will be contingent upon an extensive background check, employment personality assessment, pre-employment physical and drug screen. Final appointment will be made by the City Administrator upon recommendation of the Department Head.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer