

The City of  
**MADERA**



# JOIN OUR TEAM!

## Are you...

Interested in municipal government and public service?

Detailed oriented and well organized?

A team player who wants to contribute?

Ready for the next step in your career?

## NOW RECRUITING FOR:

### Records Clerk

Apply by 3pm, Friday, 6/26/2020

\$1,288.05-\$1,644.15/Bi-Weekly

#### 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: Valid Class C California 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 Manager, 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 Interview 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.

## learn more



## madera.gov/apply

# COMPENSATION & BENEFITS

## SALARY

Compensation and benefits for the Records Clerk position are defined in the Memorandum of Understanding between the City and the Madera Police Officers' Association as well as the City's Personnel Rules. The City pays its employees every 2 weeks, or 26 times per year. The bi-weekly pay rates for this position are shown below.

Step A	\$1,288.05
Step B	\$1,352.48
Step C	\$1,419.91
Step D	\$1,491.33
Step E	\$1,565.74
Step F	\$1,644.15



## 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.

## 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, though not required.

## EDUCATION INCENTIVE

All personnel will be eligible for an education certificate incentive as follows.

- 2.5% 60 college units a grade C or better from an accredited institution
- 2.5% Intermediate POST Certificate
- 2.5 % Advanced POST Certificate
- 5.0% BA or BS Degree from an accredited institution



## RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

### Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

### Tier I Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 2.375%

### New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

## 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. Dental insurance is through Ameritas and vision coverage is through Superior.

## EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or 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.madera.gov/](http://www.madera.gov/) apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.

## BILINGUAL INCENTIVE

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