

## BENEFITS

**Salary:** \$3,963 - \$4,865/mo.; (\$22.86 - \$28.07/hr.); this will be increased January 1, 2024.

**Vacation Pay:** 120 hours of paid vacation after 1-year of service (can use accumulated vacation after 6 months of employment), 160 hours after 7-years of service and 200 hours after 15-years of service. **Paid Holidays:** 11 per year.

**Compensatory Time Off:** Employees can accumulate up to 200 hours of compensatory time off annually, in lieu of overtime.

**Sick Leave:** Employees receive 8 hours of sick leave per month. Unused sick leave is accrued up to a total of 1920 hours to help protect an employee in the event of a serious illness.

**Retirement:** "CALPERS (PEPRA) 2% at 62" Program based upon 3-year average, with employee paid contribution currently at 7%.

**Insurance:** City contributes up to \$1,980/mo. for medical, dental & vision with a choice of 5 policies. City provides \$100,000 Life Insurance coverage in accordance with the current Miscellaneous Unit MOU.

**457 Deferred Compensation Plan:** City provides a maximum \$60 per month match to employee 457 Plan (for one plan only) upon employee commitment to maintain plan for one (1) year.

## TO APPLY

Please submit a completed City of Corning online employment application to [www.corning.org/job-opportunities](http://www.corning.org/job-opportunities). Any questions, call (530) 824-7033.

## ADA

In accordance with the Americans with Disabilities act (ADA), if special accommodations are necessary at any stage in the testing process, please provide the Personnel Department with advance notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

## THE CITY

Corning is a rural community with a population of 7,663 plus. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles northwest of Chico. The area offers excellent opportunities for those interested in hiking, hunting, fishing, and all types of recreation. The community has excellent schools, a Library and Churches. Advanced educational opportunities boast Shasta and Butte Community Colleges, and Calif. State University, Chico. The City of Corning is an excellent environment for the growth and development of individuals and families.

***THE CITY OF CORNING IS AN  
AFFIRMATIVE ACTION – EQUAL  
OPPORTUNITY EMPLOYER***

# THE CITY OF CORNING

**INVITES APPLICATIONS  
FOR THE POSITION OF**

**ADMINISTRATIVE  
SECRETARY**



**Recruitment Closing  
Date:**

**December 1, 2023  
5:00 pm**

## THE POSITION

Under general supervision and with minimal guidance provides high-level, responsible, and often confidential administrative and complex clerical support to departmental and city administrative management personnel.

## EXAMPLE OF DUTIES

- Performs a variety of highly responsible/complex secretarial and administrative duties in support of various city departments such as composing and/or preparing reports & correspondence; compiling data for reports; scheduling meetings and appointments; making travel & accommodation arrangements; establishing/maintaining office filing systems; maintaining computer record-keeping systems, etc.
- Maintains department budget information as assigned.
- Enters/retrieves computer data and information; prepares spreadsheets and other computer-generated reports.
- Perform routine bookkeeping duties, process invoices for payment, preparing bid packages and purchase orders, assisting with budget preparation, etc.
- Assists customers and monitors phone calls providing accurate information and/or forwards calls/messages to appropriate staff.
- Completes and/or assists with special projects as requested.
- Reviews documents for completeness, accuracy and conformance with applicable rules, regulations, and procedures.

## QUALIFICATIONS & DESIRED QUALIFICATIONS

### Applicant Must:

- Possess a High School Diploma or G.E.D.
- Be at least 18 years of age at the time of application deadline.
- Be a US citizen or a permanent resident alien who is eligible and applied for US citizenship.
- Possess a Valid California Drivers License and have a satisfactory driving record.
- Be “Drug Free.”

### Knowledge of:

- Office practices/technology, including computers for word and data processing, spreadsheet preparation and records management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary, and basic arithmetic.
- Record-keeping, report preparation and filing systems and methods.
- Basic organization and functional responsibilities of City government.

### Ability to:

- Understand and follow complex oral and written instructions.
- Use computers effectively for word and data processing & records management.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.
- Research and compile a variety of information and materials.
- Communicate clearly/concisely orally and in writing and maintain a high degree of confidentiality.

## EXPERIENCE:

- Four years of increasingly responsible general clerical & secretarial experience.

## COMPETITIVE SELECTION PROCESS, APPLICATION REVIEW BOARD

All applicants must submit a complete City of Corning online application with clear, concise, and complete information regarding their qualifications for the position. You may attach a resume. Candidates whose qualifications best meet the City’s requirements will be invited to participate in the testing phase.

### Written Examination

This position may or may not have a written exam prior to the interview process.

### Oral Interview

This interview will evaluate your training, experience, and personal qualifications.

### Background:

Applicant will be required to complete and pass a Live Scan background test.

### Medical Examination

Selected Candidate must successfully complete a medical examination, including a drug screening prior to employment.