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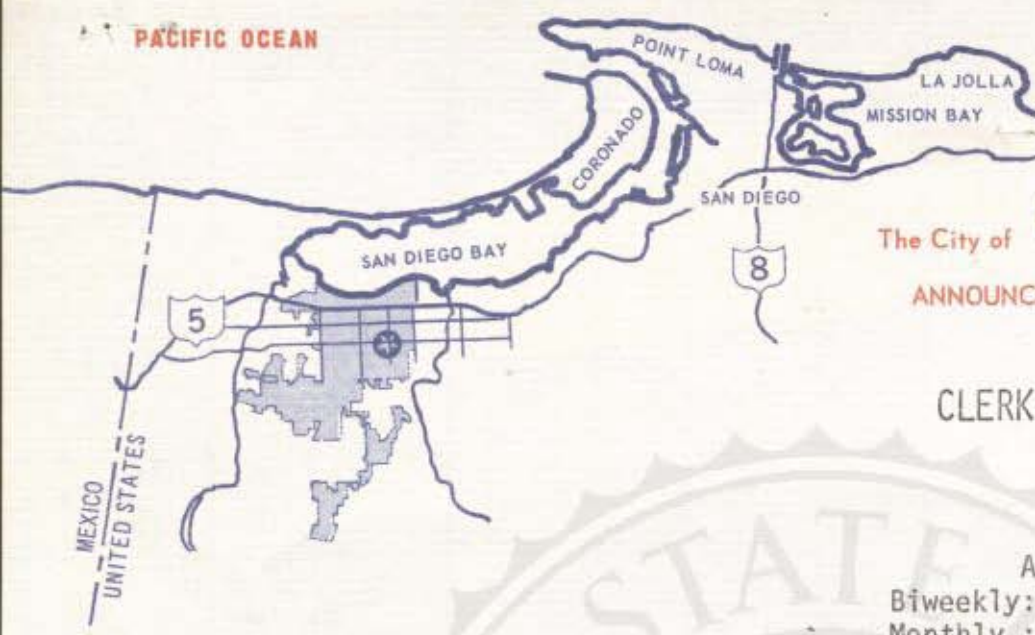


The City of **CHULA VISTA**

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

# CLERK II/SWITCHBOARD OPERATOR

(BILINGUAL)

Approximate Salary
Biweekly: $269 $283 $296 $312 $328
Monthly : $586 $616 $645 $678 $713

## THE POSITION

Operates the City's switchboard; receives and relays telephone calls and messages; acts as a receptionist; gives routine information to the public; checks and processes a variety of forms and documents; operates standard office equipment; types correspondence, forms, reports and other material on limited basis; performs related clerical work.

## REQUIREMENTS

General - Fluent bilingual ability in Spanish/English; at least 18 years of age, except for high school graduates under 18.

Education and Experience - Equivalent to graduation from high school and one year of PBX/clerical experience, or completion of two years of college (60 units) in a related field; and the ability to type at a net speed of 50 words per minute.

## EXAMINATION

Performance test to determine ability to type 50 net words per minute. Typing test may be waived for candidates possessing an acceptable certificate of proficiency dated within the last two years. Candidates are encouraged to obtain typing certificates in advance of the written test. Qualifying only.

Written test may include grammar, punctuation, spelling, arithmetic and clerical aptitude. Required grade, 70; Weight, 50%.

Appraisal of education, experience and personal qualifications. Required grade, 70; Weight, 50%.

Debido al gran número de personas que hablan español en esta área, se desea mucho tener personal con habilidades bilingües en español-inglés. Si Ud. reúne las cualificaciones mínimas y desea tener la oportunidad de seguir una carrera que le ofrece ascensos basados en su propia habilidad y capacidad, comuníquese con el Departamento de Personal para obtener más información.

## CLOSING DATE

Applications will be accepted until Friday, July 2, 1976.

CLERK II
GAVB/bc

EXAMINATION NO. 707 (Open)
Published: June 22, 1976

PERSONNEL DEPARTMENT, 277 FOURTH AVENUE, CHULA VISTA, CALIFORNIA 92010 • 427-3300

**AN EQUAL OPPORTUNITY EMPLOYER**

# GENERAL INFORMATION FOR APPLICANTS

APPLICATIONS - Forms may be obtained and filed at the Personnel Department, 277 Fourth Avenue, Chula Vista, California, 92010. When a closing date is indicated, applications must be submitted to the Personnel Department before 5 p.m., on that date or, if mailed, must be postmarked before midnight of the closing date. Applications must be filled out completely and must clearly show that the minimum requirements are met. All statements will be subject to verification and investigation.

ELIGIBLE LIST - The names of applicants successful in all parts of an examination are entered on an eligible list in the order of their final grade. The list is normally in effect for one year.

CERTIFICATION - When a vacancy is to be filled, the Director of Personnel submits to the appointing authority the names of the first three persons on the eligible list. This is known as certification and the appointing authority may select any one of the persons certified to him. The names of those not selected remain on the eligible list. An eligible may request that his name be withheld from certification to certain departments or that his name be considered inactive on the eligible list for a specified period of time.

VETERAN'S PREFERENCE - Applicants presenting proof of honorable discharge may claim preference points for eligible military service.

MEDICAL EXAMINATION - Before appointment to a permanent position, applicants must pass a medical examination given by the City's examining physician.

FINGERPRINTING - Applicants will be fingerprinted prior to appointment.

PROBATION - All permanent appointees serve a one year probationary period.

HOURS - The normal work week is 5 days, or 40 hours.

VACATION - Employees earn 10 working days paid vacation annually for the first 4 years. After 4 years of service, they earn 15 working days a year and, after 15 years, 20 working days a year.

SICK LEAVE - Twelve working days of paid sick leave are accumulated annually.

HOLIDAYS - The City observes 11 holidays annually.

RETIREMENT - Employees are covered by the Public Employees' Retirement System.

GROUP INSURANCE - The City provides employee insurance which includes life, hospitalization and medical benefits. Similar coverage for dependents is available at low-cost group rates.

CREDIT UNION - A credit union offers loan facilities and systematic savings plans.

SALARY REVIEW - City salaries are studied annually and are compared with those of private business, industry and other governmental agencies.

SALARY INCREASES - Employees are normally hired at Step A of the salary range. Satisfactory employees may be recommended by their department head for salary increases of approximately 5% after 6 months at Step B, after one year at Step C and after one year at Step D, thus reaching the maximum pay rate in three years.

PROMOTION - The City would like to make your employment a real career opportunity. Whenever possible, examinations for higher level positions are opened only to permanent City employees. To help you prepare for advancement, the City shares the cost of approved educational courses by means of a Tuition Refund Program.

Chula Vista
A
Bicentennial
Community

CHULA VISTA JUN 28 '76 CALIF. U.S. POSTAGE .13 PB 915410

City of Chula Vista
Personnel Department
277 Fourth Avenue
Chula Vista, Ca. 92010

RACIAL EQUALITY, INC
3944-1/2 THIRD AVENUE
SAN DIEGO, CA 92103

The City of **CHULA VISTA**

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

SUMMARY OF CURRENT EXAMINATIONS
(Salary Rates Effective July 2, 1976)
June 23, 1976

| | SALARY RANGE | LAST DATE TO APPLY |
|---|---|---|
| **CLERICAL AND MISCELLANEOUS** | | |
| Clerk II/Switchboard Operator (Bilingual) | $586 - $713 | July 9, 1976 |
| Secretary I | $678 - $824 | Series |
| **ENGINEERING** | | |
| Assistant Civil Engineer | $1311 - $1593 | July 6, 1976 |
| **PLANNING** | | |
| Assistant Planner | $1132 - $1378 | Series |
| Landscape Architect (Promotional) | $1378 - $1673 | July 2, 1976 |
| **RECREATION** | | |
| Lifeguard | $2.91 - $3.54/hr. | Series |
| Recreation Aid | $2.34 - $2.84/hr. | Series |
| Recreation Leader | $2.77 - $3.37/hr. | Series |
| Senior Lifeguard | $3.21 - $3.90/hr. | Series |

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