



CITY OF EASTVALE EMPLOYMENT OPPORTUNITY

PART-TIME INTERN OPPORTUNITY

Business Registration Intern Finance Department

Salary Range: \$11.91 – 15.96 per hour

ABOUT THE CITY

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the City. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes and regulations. Attention to detail is required.

Learn more about us by visiting www.eastvaleca.gov. Qualified candidates with a strong public service interest are encouraged to apply.

THE POSITION

The City of Eastvale has a job opportunity available for one (1) part-time/non-benefitted Intern position. The position works under general supervision in the Finance Department, and perform a variety of administrative support duties and/or technical and sub-professional duties for a department head or other manager in a learning, environment. The typical work schedule will include twenty (20) hours per week to be assigned Monday through Thursday between the hours of 7:30a.m and 5:30p.m. Interns typically work in an office environment. Occasional work on evenings and/or weekends may be required in order to assist with City events or other special needs.

The Finance Intern will assist in the City's Business Registration program with data entry, proofreading and correct typed/entered information for accuracy; perform a variety of clerical duties in support of department functions including typing a variety of correspondence and reports, maintain the division filing system, research files for requested information, answer the telephone, assist the general public, and provide information on departmental and City policies and procedures as required.

EXAMPLES OF ESSENTIAL DUTIES*

1. Performs tasks specific to a particular departmental and/or function (e.g. City Clerk, Code Enforcement, Finance, Human Resources, and Public Information/ Communications).
2. Prepares reports, memos, and correspondence as required.

3. Conducts research and surveys on specific topics in the resolution of administrative, personnel or operational concerns or problems.
4. Collects, summarizes, and analyzes information and statistics on existing programs and services.
5. Participates in organizational and procedural studies and the preparation of reports and manuals.
6. Participates in the conduct and implementation of programs and systems.
7. Assists in drafting various communications including press releases and newsletters.
8. Answers phone calls from citizens and provides accurate information and excellent customer service.
9. Operates office equipment.
10. Performs related duties as required.

** This description is representative of typical duties, and does not limit the assignment of other related duties and responsibilities to the position.*

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Modern office procedures, methods and equipment; English usage, spelling, grammar and punctuation; selected technical aspects as they relate to area assigned; effective methods of making oral and written reports; techniques of research and analysis; computer applications as they related to area assigned.

Ability to:

Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; provide excellent customer service; adhere to City safety standards; operate a personal computer and applicable software including word processing, spreadsheet, database, presentation and publication programs at an intermediate level; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

RECRUITING GUIDELINES

Any combination of education and experience which may provide the required knowledge, abilities and skills is qualifying.

Qualifications:

No prior experience required. However, some experience (paid or unpaid) related to the area assigned is highly desirable. Two (2) years of college course work at an accredited college or university and current enrollment as a college student, OR graduation from a four (4) year accredited college or university with major course work in public or business administration, or an area related to the Intern position to be assigned.

Necessary Special Requirements:

Possession of a valid Class "C" California driver's license and a satisfactory driving record. Ability to attend occasional special City events including weekends, evenings and holidays, as required. Ability to attend night meetings and work extended hours, as needed and/or required.

SELECTION PROCESS

Stage 1 - The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

Stage 2 – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates' applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

Stage 3 – The third stage will consist of an interview with the City Manager. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

GENERAL INFORMATION

Background/Reference Check/Physical Exam: City employment is contingent upon satisfactory completion of a reference check, criminal background investigation, including fingerprinting, and a post-offer (City paid) physical examination (including drug/alcohol testing).

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986, the City of Eastvale will only hire individuals who are legally authorized to work in the United States. Candidates who are offered employment must provide proof of identity as required by the I-9 form and instructions.

Equal Opportunity Employer: The City of Eastvale is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non- job-related factor.

Reasonable Accommodation: In compliance with local, state and federal laws and regulations, the City of Eastvale is committed to making reasonable accommodations in the examination process and in the work environment. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process must make a request no later than the final filing date for receipt of applications. Such requests should be addressed to Human Resources at the City of Eastvale, 12363 Limonite, Suite 910, Eastvale, CA 91752, or call (951) 361-0900.

BENEFITS

This is a non-benefitted position, and the hours shall not exceed 960 per year. This position shall participate in Social Security and be subject to OASDI deductions.

HOW TO APPLY

A City Employment Application must be completed and submitted along with a supplemental questionnaire. The City's Employment Application is available on the City's website at www.eastvaleca.gov.

Completed City Employment Applications may be submitted to the City of Eastvale at 12363 Limonite, Suite 910, Eastvale, CA 91752, or may be submitted electronically via the website, and must be received no later than Thursday, March 30, 2017. No late applications will be considered.

For specific questions regarding this position, contact Human Resources at (951) 361-0900, or email hr@eastvaleca.gov.

The provisions of his announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.

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