

**THE HOUSING AUTHORITY OF THE COUNTY OF MERCED
ANNOUNCES AN OPENING FOR:**

ADMINISTRATIVE CLERK II

FINAL FILING DATE

Monday, January 31, 2022

SALARY RANGE

\$1,219.35 to \$1,482.14
(Bi-Weekly, D.O.Q.)

NATURE OF THE POSITION:

Under supervision of the assigned program manager, performs work of moderate to high difficulty in filing, general office clerical, administrative work; computer input, and maintenance of tenant and statistical records. Duties performed are similar to those of the Administrative Clerk I position, but the Administrative Clerk II is routinely assigned more complex technical projects and duties which require a higher level of administrative, clerical skills, and staff-support functions. Performs other duties of an administrative nature.

ESSENTIAL JOB DUTIES:

Employees in this classification perform general office work including but not limited to composition and transcription of letters, memoranda and other material; maintains departmental and/or program files and other records; prepares reports of complex data; maintains a system for departmental inventory; develops and produces forms and general communications; inputs data into the Agency computer program and generates reports as required. Must have basic proficiency in word processing, spreadsheet and desktop publishing software. Assists other staff as directed, performing other administrative tasks of a skilled nature. Must be able to work cordially and tactfully with the public and others regularly encountered in the course of employment; have a neat personal appearance, maintain regular attendance, and exercise good judgment in accordance with Housing Authority policies and procedures. Must be able to correctly and safely operate various types of office equipment. Must demonstrate the ability to communicate effectively both orally and in writing, and perform complex arithmetical computations rapidly and accurately. Must be able to work independently and demonstrate appropriate problem-solving skills. For a detailed summary of job duties assigned to this classification, please refer to the attached job description.

To be considered, applicants must possess the knowledge, skills and abilities listed on the job description. However, possession of these requirements does not assure an applicant a finalist position. Finalists will be determined by the selection process as described in this announcement.

JOB REQUIREMENTS:

In addition to the stated knowledge, skills and abilities of the employment standards, applicants are required to have at least a high school-level education, a GED certificate, or other certification of satisfactory completion from a technical or vocational school in any area related to general office or clerical proficiency. In addition, must have at least two (2) years of practical experience in a standard office environment primarily performing the listed essential functions of the position, OR one (1) year as an Administrative Clerk 1 for a Housing Authority. 24 or more semester college units from an accredited college will qualify as equivalent for up to one (1) year of the two-year experience requirement. In all situations, candidates must demonstrate some current or previous practical experience in a general clerical/administrative function. It is mandatory to possess a valid California Driver's license and must present a DMV printout if required by the employer for verification. Applicant must also meet insurability requirements. Must also be able to demonstrate the ability to type at least 30 words per minute at 95% or above accuracy. Must meet other qualifications regarding physical ability to perform the essential job functions with or without reasonable accommodation, and meet requirements for lawful employment.

The ideal candidate would satisfy the following criteria: have current or recent experience in a general clerical or administrative function with a working knowledge of the methods, practices and terminology used therein. Should have intermediate to expert-level computer skills, including ability to utilize word processing, basic spreadsheet and desktop publishing software programs preferably in a Windows 2010 environment. The candidate should also have experience in a multi-person office, with established customer-service skills involving walk-in clients and telephone demeanor, as well as the ability to safely and correctly operate various types of office equipment. Have an aptitude for dealing with people, and exhibit the following qualities of orderliness, a neat personal appearance and the ability to get along well with others. Demonstrate the ability to develop complex projects, and provide support services to other staff. Should also demonstrate good time-management skills and the ability to work with minimum supervision, and meet all other qualification criteria.

Helpful to be bilingual in either English/Spanish or English/Hmong-Lao-tian.

Administrative Clerk 2 position, Continued:

SELECTION PROCESS:

Applications will be accepted until 5:00 p.m. on the closing date listed on this flyer. Resumes submitted without, or in lieu of an agency application **will not be accepted**. All applications will be reviewed for completeness and satisfaction of minimum qualifications. Those applicants who possess the knowledge, skills and abilities outlined in the job description will be invited to participate in a competitive written exercise pertinent to the regular functions and tasks of this classification. Following this exercise, a list of eligible finalists will be developed for further evaluation. From this review, a limited number of candidates who demonstrate the best combination of qualifications for the position will be invited to take a typing proficiency test. From those who meet or exceed the job typing standard, a final review considering all previous evaluatory factors will determine the finalists who will be invited to appear before an oral interview panel to explore and evaluate the extent of their knowledge, work experience, education and personal characteristics matching those that are needed for this position. Final selection of a qualified candidate shall be from among those appearing before the appraisal panel. Barring undue hardship, reasonable accommodations can be made in the examination process for disabled individuals or for religious reasons. Requests for accommodation should be made at least 24 hours in advance to the Human Resources Department. The above selection process is usually assigned to this job classification. However, the Housing Authority reserves the right to modify any or all aspects of the selection process previously listed based on the level of applicant responses, and any extenuating circumstances incumbent upon a specific recruitment.

The Housing Authority shall use the “rule of list” for this recruitment in certifying finalists for hiring. The “rule of list” means there is no specified number of candidates are interviewed for each position which comes available. An eligible list containing the names of the most qualified applicants will be compiled based on the overall scores from all components of the evaluation process. Eligibility lists remain in effect for up to one year from the date of closing, but may be declared “exhausted” in accordance with current Housing Authority policy. An appointment to an open position can be made from any of the finalists participating in the interview process, and the remaining qualified finalists are returned to the eligible hire list to be considered for the next vacancy within this classification.

ESSENTIAL PHYSICAL FUNCTIONS

Essential functions of this position may require a range of physical mobility, such as bending, stooping, lifting, (usually 25 lbs. or less), turning, carrying objects, grasping, and safely negotiating within worksite or designated pedestrian areas. Requires a normal level of visual and auditory acuity, including the ability to effectively communicate interpersonally. Also requires ability to operate a motor vehicle, as well as remaining in a sitting position for extended periods of time, and a high level of manipulative dexterity to operate required office equipment, including those with a keyboard. Qualified disabled persons must be able to perform the essential functions of the classification with or without reasonable accommodations.

APPLICATION PROCEDURE:

To apply for this position, you may obtain an application packet from the Housing Authority of The County of Merced website at www.merced-pha.com. **Resumes must be submitted with an agency application to be considered.** All applications should be returned to the above address, to the attention of the Human Resources Manager. Incomplete applications or applications received after date and time of closure, will not be considered. For additional information, call (209) 722-3501, extension #139.

A final offer of employment is conditional upon your demonstration of a drug-free status through laboratory certification. Federal law also requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States.

SUMMARY OF EMPLOYMENT BENEFITS (Partial Disclosure. For Full Disclosure, Contact Human Resources Department.)

Initially, ten (10) days of paid vacation per year. An additional five days per year of annual leave is provided after completion of 5, 10, and 15 -year service levels. 12 days of paid sick leave per year with unlimited accumulation; 14 paid holidays plus two floating holidays; bereavement leave; fully paid medical, dental (w/orthodontia benefits), vision and life insurance coverage for employee; catastrophic leave; unemployment insurance; State Disability Insurance (SDI); Worker's Compensation Insurance; Public Employees' Retirement System (PERS); medical benefit allowance. Dependent medical, dental (w/orthodontia benefits) and vision plans, employee deferred compensation and flex 125 benefit plans are available for employee participation. Limited educational reimbursement benefits are available after 2 years of employment.

This position is represented by the American Federation Of State, County and Municipal Employees, AFL-CIO under an Agency shop agreement.

AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.



Housing Authority of the County of Merced

405 U STREET MERCED, CA 95341
PHONE (209) 722-3501 TDD 711 or 800-855-7100
www.merced-pha.com

Notice to Applicants

Regarding Application Status

Applicants for positions with the Housing Authority of the County of Merced (Authority) will be notified regarding their applicant status. Such notification will be done only in writing.

The Authority will not respond to telephone requests for an application status. The information on an application is of a confidential nature and it is not feasible to request adequate verification of the caller's identity prior to discussing any personal information.

You should receive some written communication regarding the status of your application within 4-6 weeks of the closing date of recruitment.

Regarding Required Drug Testing

Pursuant to the Drug-Free Workplace Act of 1988, the Authority is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may reapply for employment with the Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are public housing residents or Section 8 participants should be advised that in the course of a preemployment physical, a positive test result indicating illegal drug use, in addition to denial of



employment, may also cause eviction and/or termination from public housing programs.

Regarding Employment Background Inquiries

California Civil Code Section 47 as amended on January 1, 1995, extends the protection concerning privileged communications to employment references. Its primary purpose is to encourage previous employees to openly and fairly respond to questions from the Authority concerning your past employment situations.

These inquiries are intended to verify the information which you have provided on your application and to furnish the Authority other pertinent information relevant to your job qualifications and employment experience. Information received from these inquiries will remain **STRICTLY CONFIDENTIAL**. Background verifications may be conducted either directly by the Authority or through a third-party investigative consumer reporting agency. Disclosure of information which is received through the background verification process may be disclosed to you in accordance with current California Civil Code Sections 1785 and 1786. In the event that the information received qualifies for disclosure, you may receive a summary of the information reported to the Authority, although the source of the information may be confidential.

Only finalists for this position will be required to sign an information release allowing the Authority to make these inquiries as part of a background investigation. Finalists will be ranked according to oral appraisal; written examination and any other required skills testing scores as stated in the job announcement. A final, conditional offer of employment will be tendered to the successful candidate after consideration and review of all relevant factors.

Section III

250. Administrative Clerk II

Definition:

Under supervision of the assigned supervisory staff, performs work of moderate to high difficulty in the following areas: filing; general clerical and administrative work; computer input, and maintenance of tenant and statistical records. Performs duties similar to the Administrative Clerk I position, but handles a wider range and scope of tasks, and is routinely assigned more complex projects and duties which require a higher level of administrative and clerical skills. Performs other work of an administrative nature.

Example of Duties:

General office work as required, including but not limited to: composition and transcription of letters, memoranda and other material; updates and maintains departmental and/or program files and other incidental records; prepares and types reports; compile and table data; maintain a system for departmental inventory; develop and produce forms, specifications and general communications; inputs data into computer programs and produces reports as required, and performs other directed clerical tasks appropriate for this classification, and assists other departmental staff. Performs complex administrative projects as directed, and may occasionally be assigned to assist staff in other technical classifications.

Employment Standards:

Advanced or journey level knowledge of the methods, practices and terminology used in filing and/or statistical and clerical work, and the ability to perform work of moderate to high difficulty without close supervision. Ability to make complex arithmetical computations rapidly and accurately; ability to follow oral and written direction; ability to operate various types of standard office equipment, and the ability to type 30 words per minute. Must have the ability to operate and input statistical data into standard computer programs, including basic proficiency in word processing, spreadsheet and desktop publishing software. Must have a neat personal appearance, maintain regular attendance, and the ability to get along well with others. Also must demonstrate the ability to exercise good judgment in accordance with Housing Authority policies and procedures; to compose routine letters and memoranda; to coordinate efforts with the work of other Housing Authority employees, and the ability to communicate effectively both orally and in writing. Requires the ability to deal tactfully and courteously with the public, agency employees and other governmental officials; be able to operate a multi-

Administrative Clerk II (Continued):

line phone system; requires the ability to utilize a facsimile machine, and process incoming and outgoing mail as directed. Must also be able to work independently, and perform all assigned tasks in a safe and efficient manners. Maintains integrity and confidentiality of all files and communications.

Education:

Equivalent to a high school graduation or G.E.D. certification.

Experience:

In addition to the educational requirement, must also have at least two (2) years of practical experience in a standard office environment primarily performing the listed essential functions of this position, or at least one (1) year of progressively responsible work as a Housing Authority Administrative Clerk I, having satisfactorily performed all of the essential functions incumbent upon that position. In lieu of satisfying the full two (2) year experience requirement, 24 or more college semester units from an accredited college will qualify as equivalent to one (1) year of experience.

License:

Mandatory to possess a valid California driver's license, and must present DMV printout if required by employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing permanent Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical examination.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully-admitted for permanent residence, or authorized to be employed under terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Revised: 7/01

APPLICATION FOR EMPLOYMENT

HOUSING AUTHORITY OF THE COUNTY OF MERCED
405 'U' Street, Merced, California 95341
(209) 722-3501

INSTRUCTIONS

1. Please Type or Print in Ink.
2. Complete ALL PAGES of this application.
3. Keep this office informed of ANY CHANGES in your address or phone number.

NOTE: Applications not properly completed with all requested information will be subject to rejection.

NAME: _____ PHONE: _____
(Last) (First) (MI)

MAILING ADDRESS: _____
(P.O. Box) (Street Address)

(City) (State) (Zip Code)

Name And Phone Number Of A Person Who Can Always Reach You

Your Social Security Number

POSITION APPLIED FOR: _____

1. If employed, can you provide proof of age? Yes [] No []
(Employment is subject to verification that applicant's age meets legal requirements. Verification must be provided within your first 3 working days.)

2. Have you ever been employed by the Housing Authority? Yes [] No []

3. Is any member of your immediate family now employed by the Housing Authority? Yes [] No []

If "YES", to whom are you are related? _____

What is their relationship to you? _____
(Employment may be subject to restrictions of current nepotism policy regarding the definition of "immediate family.")

4. Were you ever discharged, rejected during a probationary period, or have you resigned under pressure of unfavorable circumstances from any employment? Yes [] No []

If "YES", explain fully: _____

5. Are you applying for veteran's preference consideration? Yes [] No []
(If "Yes", submit a copy of form DD-214 verifying eligible service along with your application BEFORE the final filing date.)

6. Please list any languages in addition to English that you speak or write well enough to act as an interpreter: _____

7. Do you possess a VALID California driver's license? Yes [] No []

License No: _____ Expiration Date: _____

8. Are there any hours, shifts, or days you cannot or will not work? Yes [] No []

If "Yes", please explain: _____

9. Are you legally eligible for employment in the United States? Yes [] No []
(Successful candidate will be required to provide proof of identity and eligibility for employment within 3 days of beginning employment.)

10. If you are selected the successful candidate for this position, on what date will you be available for work? _____

EDUCATION AND EXPERIENCE

High School: 9 10 11 12 High School Graduate? Yes [] No []
(Circle the HIGHEST Grade You Completed)

If you DID NOT graduate, do you have a GED certificate? Yes [] No []

Name of High School _____
Location of School _____

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 Housing Authority Of The County Of Merced
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Name And Location Of College(s) or University(s) Attended	Major Course Of Study	Unit	Credits	Degree Type	Degree Date
		Semester	Quarterly		
Business, Correspondence or Trade Schools Attended		Course Of Study		Certificate Type/Date	

EMPLOYMENT EXPERIENCE

INSTRUCTIONS: Fill out ALL AREAS below. List each job held. Start with your PRESENT or last job. Include military and volunteer activities. (Attach an additional sheet for more than 3 employers.) Failure to provide all information may result in your application being considered incomplete.

DO NOT MERELY ATTACH A RESUME WITH A NOTATION TO "SEE ATTACHED RESUME".

#1. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
Address, City, State, Zip Code:		To:
Supervisor's Name:		From:
Phone #: ()		Job Title:
Reason For Leaving:		

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List below any additional information which will aid the Housing Authority in the evaluation of your qualifications for the position for which you are applying. As an example, you may list any special licenses, certificates or honors you have which are applicable. Attach additional sheets if necessary.

Date Issued	Type of special license, certificate or honor

In addition, list any equipment such as typewriter, other office equipment, large outdoor equipment or power tools in which you are experienced in operating, that may be applicable to the position for which you are applying .

Equipment Type	Describe Applicable Experience

List any computer software programs you have used, and rate your proficiency level:

Program Name	Level Of Expertise (Check One):		
	Beginner	Intermediate	Expert

Certification of material facts/representation:

"I hereby authorize investigation of all statements as provided by me in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract or offer of employment. In the event I am subsequently employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

ATTACH RESUME OR OTHER SUBMITTALS TO THIS APPLICATION FOR CONSIDERATION

(Revised 8/2019)

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Supplemental Application For The Position Of:

ADMINISTRATIVE CLERK II

This supplemental application MUST BE COMPLETED AND RETURNED with the regular Agency employment application. Attach additional pages if needed to completely answer the following questions to the best of your ability.

Your Name: _____ Your Social Security # _____

1. Please explain what specific types of office work you have performed in the past, and describe the general types of offices that you have worked in (such as doctor's, school, lawyer's, etc.)

2. Describe any special projects you have been assigned as part of an administrative support function. Be specific as to what task(s) you were assigned; what the finished project was, and how it was utilized. (Attach extra pieces of paper if needed.)

(Continue On Back Of Sheet)

Supplemental Questionnaire

Administrative Clerk 2

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3. Please detail your experience in preparing a document or project utilizing each of the following software environments. Please include specific brands or trade names of the software package you were utilizing:

WORD PROCESSING:

SPREADSHEET:


DESKTOP PUBLISHING:

Please answer the following question **IN YOUR OWN HANDWRITING**. **Do Not** print or type your response.

4. Of all the essential functions listed for this position, **what ONE task** do you **enjoy performing the MOST?** (Attach additional sheets if necessary.)

“I hereby certify that the statements provided herein are true and complete to the best of my knowledge. I understand that false or misleading statements or information may result in my disqualification as an applicant or subsequent discharge as an employee.”

Signed: _____ Date: _____

 Please attach this supplemental questionnaire to your employment application and return to the Housing Authority before 5:00 p.m. on the final filing date.

LIST OF EMPLOYMENT REFERENCES

As noted in this job announcement packet, this recruitment process includes a background check of all applicants for employment with the Housing Authority. While we normally utilize the employer information contained in the “Employment Experience” section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry.

As our decision regarding an applicant’s status cannot be completed without sufficient investigation, please provide the following references **in addition to** any you have listed within the “Employment Experience” section of the application. **Failure to fill out either the Employment Experience section of the application, or this form, will result in your application being declared “Incomplete.”** References listed on this form can be persons who have worked with you, in recent past or current employment situations. They should be persons for whom you can provide a current mailing address and/or phone number to enable us to contact them in a timely manner.

Prior to furnishing their personal information to the Housing Authority, you should contact your references and advise them of your intent to include them as a background resource. Both yourself and your references should understand that failure to respond to a background inquiry within a specified timeframe may compromise your ability to be considered as a finalist for the position. Information provided by your references will be maintained as *confidential* to the full extent allowed by law, and the Housing Authority may advise you regarding the results of the background disclosures.

Please fill out the back side of this form, and return it to the Housing Authority along with your employment application; supplemental application; applicant characteristic survey (optional), your resume, and any other pertinent documents. **Please be advised that you should only attach copies of important personal documents rather than originals, as we cannot be responsible for insuring their safe and prompt return.**

COMPLETE OTHER SIDE OF FORM AND RETURN WITH APPLICATION

Name: _____

Position Applied For: _____

Please state **COMPLETE** addresses including city, state and zip code.

Personal References:

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] No

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

AFFIRMATIVE ACTION DATA - OPTIONAL

Applicants do not have to complete this part to be considered for employment. This information is being collected for statistical purposes only. Your answers will not affect the hiring process or hiring decisions. The Housing Authority of the County of Merced does not discriminate in matters of employment because of race, color, national origin, marital status, sex, religion, age or handicap.

INSTRUCTIONS: Please place an "X" in front of the item that answers each of the following questions:

A. Of which racial/ethnic group do you consider yourself?

1. WHITE: (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East), not of Hispanic origin.
2. BLACK: (A person having origins in any of the black racial groups of Africa), not of Hispanic origin.
3. HISPANIC: (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included. In addition, the category does not include persons from Portugal, who should be classified according to race.
4. ASIAN or PACIFIC ISLANDER: (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
5. AMERICAN INDIAN or ALASKA NATIVE: (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.)

B. What is your sex?

1. Male
2. Female

C. Are you a military veteran?

1. Yes
2. No

D. Are you a Vietnam Era Vet?

- (Aug. 5, 1964 to May 7, 1975)
1. Yes
 2. No

E. What is your age group?

1. 18 - 25 years
2. 26 - 35 years
3. 36 - 39 years
4. 40-50 years
5. 51-60 years
6. Over 60 years

F. How did you know about this job opening?

1. Newspaper
2. Friend or Relative
3. Posting at other agency/organization
4. EDD, PITD or CVOC referral
5. Internet Web Site
6. Other

G. Are you currently receiving Section 8 rental assistance through the Housing Authority? Yes No

H. Are you currently renting a Housing Authority unit? Yes No

PLEASE RETURN THIS SHEET WITH YOUR COMPLETED APPLICATION