



*City of Hesperia*  
**Promotional/Competitive Opportunity**

**ADMINISTRATIVE AIDE**  
**Current Vacancy – City Clerk’s Office**  
**(\$3,819 - \$4,656 per month)**

**FINAL FILING DATE: THURSDAY, JANUARY 20, 2022 AT 5:30 P.M.**

**Duties:** The Administrative Aide is a Non-Represented General position that performs routine administrative tasks in support of more complex projects in a specialized area requiring the research, compilation, tabulation, and analysis of statistical and informational data; researches, collects, compiles and analyzes data and background material for projects, reports, presentations and budget requests. Prepares written correspondence, draft reports, verbal presentations, graphic displays and exhibits, and makes written recommendations based on compilation, interpretation, and analysis of factual information such as policies, regulations, ordinances, work production records, simple technical documents, or observations; prepares, tracks and maintains a variety of narrative and statistical records and reports. In addition, the incumbent will act as receptionist on the telephone or in person, directing inquiries, and providing information on department policies and procedures by phone, mail, or in person; coordinates with other departments and agencies to schedule appointments and various meetings as necessary; assists departmental staff in special assignments or daily routines. Receives and processes applications, petitions, and other documents and uses a variety of computer software programs; types, files, and/or maintains own work products, records, and reference materials. The incumbent will perform related and peripheral duties as necessary.

**Qualifications:** Requires the equivalent of two (2) years of experience performing responsible general clerical and support or related work, and a High School diploma or GED supplemented with some clerical or secretarial college course work; or any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance.

**Please visit the Employment page at <https://www.cityofhesperia.us/DocumentCenter/View/13997> to view full job description and expanded list of qualifications**

**Fringe Benefits:** Please review the Non-Represented Compensation and Benefit Plan for the full list of benefits.

**To Apply:** Interested applicants are required to submit a completed **City application, cover letter and resume.** All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment’s applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City’s website at [www.cityofhesperia.us](http://www.cityofhesperia.us).

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