



**CITY OF CATHEDRAL CITY**  
invites applications for the position of:

## **ADMINISTRATIVE ASSISTANT**

### **DESCRIPTION:**

This recruitment will establish an Eligible List to fill future Administrative Assistant vacancies in multiple departments as they arise. Successful candidates will remain on the eligible list for a minimum of six (6) months.

**Do you enjoy being part of a team? If yes, the City of Cathedral City is looking for you!**



**DEPARTMENT:** All Departments (Various)

**CLOSING DATE:** Tuesday, May 4, 2021

**SALARY:** Depends on position

- AFSCME: \$24.90 - \$32.60/Hour
- Non-represented: \$25.90 - \$33.91/hour

Only the first 50 qualified applications will be accepted for further consideration. Applications will be reviewed as submitted. [Apply immediately!](#)

The City of Cathedral City is an Equal Opportunity Employer. Our goal is to be a diverse workforce that is representative of the citizens we serve. We seek to recruit, develop and retain the most talented individuals from a diverse candidate pool.

**The ideal candidate**, under general supervision, provides varied secretarial and office administrative assistance to a division, section and/or supervisory and professional staff; performs related work as assigned.

### **Training and Experience:**

Any combination of training and experience that provides the above listed knowledge, skills and abilities may be qualifying. A typical way of qualifying would be:

- Graduation from high school or equivalent
- Two years of responsible secretarial or office administrative experience
- Business or secretarial school training is desirable; and
- Must type at a rate of 50 net words per minute

**[TO VIEW CITY JOB DESCRIPTIONS, CLICK HERE.](#)**

## What Cathedral City Has to Offer



Health Insurance



Educational Reimbursement



CalPERS



Paid Vacation



More perks!

Other benefits may include longevity pay, bilingual pay, degree incentive, wellness reimbursement, deferred compensation, employee assistance program, and much more!

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### CANDIDATE SELECTION PROCESS

**1. Application Review:** A completed City of Cathedral City employment application and resume is required. Incomplete applications may result in disqualification. Application review will begin immediately and will be screened on basis of relevant education, training and experience.

**2. Examination Phase:** Based upon the information presented on the application, a limited number of candidates who possess qualifications most pertinent to the position will be invited to participate in the selection process. Successful candidates must be successful in each of the test components. Applicants will be notified by e-mail as to the test date, time, and location. The examination process will include:

<b>Written test</b>	<b>Pass/Fail</b>
<b>Typing test</b>	<b>Pass/Fail</b>
<b>Oral interview</b>	<b>Minimum of 70%</b> (to be placed on eligible list)

**3. Establishment of Eligibility List:** Candidates who successfully complete the examination process will be placed on the eligibility list pending further review by the department head and other qualifying procedures.

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Notifications will be sent by email only (regardless of the notification preference selected during the on-line application process) to the email address listed on your on-line application.

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All employment offers made by the City are contingent upon establishing proof of a prospective candidates legal authorization to work in the United States and successfully passing all components of the pre-employment process which may include, but is not limited

to: comprehensive background check, criminal history check (livescan fingerprint check), and post-offer medical evaluation with a drug screen.

**What's Next?** Apply today and share this posting with anyone else who may be interested!

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.joincathedralcity.org>

Position #21-0323  
ADMINISTRATIVE ASSISTANT  
LB

68700 Avenida Lalo Guerrero  
Cathedral City, CA 92234

[jobs@cathedralcity.gov](mailto:jobs@cathedralcity.gov)

## **ADMINISTRATIVE ASSISTANT Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, partial information, and reference to resume or application may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
  - YES
  - NO
  
- \* 2. Do you have the equivalent to graduation from high school? If yes, please attach diploma. (College degree may be attached in lieu of high school diploma)
  - Yes     No
  
- \* 3. Please indicate the highest level of formal education you have completed.
  - High School
  - College - Currently Enrolled
  - Associate Degree
  - Bachelor Degree
  - Master Degree or higher
  
- \* 4. Do you have a valid California Class C driver license?
  - Yes     No
  
- \* 5. Do you have experience with responsible secretarial or office administrative experience? If yes, experience must be listed on application.
  - No experience
  - 1 to 2 years
  - 2 to 3 years
  - 3 to 4 years
  - 4 years or more
  
- \* 6. I acknowledge that a typing speed of 50 net words per minute is required for this position. (A test will be proctored during the examination phase)
  - Yes     No

\* Required Question