



PERSONNEL CLERK

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

We are looking for a Personnel Clerk to provide support and direct services to employees as well as the public in a variety of personnel program areas within state and federal programs operated by the Sacramento Employment and Training Agency.

Position Summary: Under general direction, the Personnel Clerk performs routine personnel and payroll clerical work; assists in the preparation and typing of various personnel and payroll transaction forms; files forms and personnel documents; give general personnel information to other employees and the public; provides backup receptionist duties to the Agency receptionist; distributes mail; assists in preparing for trainings, examinations, and/or interviews; places orders for office supplies, wellness activities and employee relations related items; and completes other personnel clerical duties as assigned.

Salary: \$16.10 per hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts, 457 and 401A plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement



Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges, skills, and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. One year of experience performing routine clerical work equivalent to the class of Typist Clerk.

HOW TO APPLY:

This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check.

POSTING DATE: Tuesday, July 10, 2018

FINAL FILING DATE: Monday, July 23, 2017 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer

