



EMPLOYMENT OPPORTUNITY EXEMPT APPOINTMENT

CLASS: 9924 **TITLE: PUBLIC SERVICE AIDE**
(ca1)

SALARY: \$16.2375 Hourly

DEADLINE: November 11, 2009
POSTED: October 28, 2009

JOB DESCRIPTION:

Laguna Honda Hospital, Human Resource Services Payroll Office invites applications for **as-needed, non-benefited** position(s) in class 9924 Public Service Aide to function as a General Clerk. **SHIFT:** 40 hours per week between 8:00 and 5:00 pm.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned and to return to work as ordered in the event of an emergency.

ESSENTIAL DUTIES:

Under the direction of the payroll supervisor and/or accounting, the Clerk will be responsible for:

- Posting, tracking and monitoring of employee attendance records;
- Sorting, filing, and distributing mail to the Payroll and Accounting offices;
- Assisting accountants with data entry;
- Answering phone calls and providing general information to callers;
- Shredding confidential documents;
- Performing other duties as assigned/required..

MINIMUM QUALIFICATIONS:

- Completion of a high school diploma

DESIRED QUALIFICATIONS:

- Experience in office operations is highly preferred for this position.
- Proficiency in using Microsoft Office.
- Good communication skills, both oral and written.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

APPLICATION PROCEDURE:

Interested individuals must submit a resume and City and County of San Francisco (CCSF) employment application to **Patty Feng, Assistant Payroll Supervisor, LHH, and 375 Laguna Honda Blvd, San Francisco, CA 94116 by November 11, 2009.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 25th St., LHH Human Resource Services, 375 Laguna Honda Boulevard, or from the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.dph.sf.ca.us

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

HR USE ONLY: JOB CATEGORY 500

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