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The CITY OF RIALTO Invites Applications for the Position of  
**MAIL AND WAREHOUSE CLERK**  
**\$1,913 - \$2,564 Per Month**

**APPLICATION DEADLINE: THURSDAY, OCTOBER 5, 2006 AT 6:00 P.M.**

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## THE POSITION

To perform manual and clerical work in the collection, processing and distribution of mail and inter-departmental correspondence, office supplies, and related materials; to perform warehousing functions; and to perform a variety of duties relative to assigned area of responsibility.

## QUALIFICATION GUIDELINES

**Education, Training, and Experience:** Equivalent to the completion of the twelfth grade; Six months of mail processing, warehousing or related experience. Possession of or ability to obtain a valid California driver's license.

**Knowledge of:** Operations, services and activities of mail distribution and warehouse programs. Principles and practices of inventory control. Basic math and spelling. Workplace safety and occupational hazards. Modern office procedures, methods and equipment including computers. Pertinent Federal, State and local laws, codes and regulations.

**Ability to:** Learn the methods, standards and services of the U.S. Postal Service, private carriers and in-house City mail for the collection and distribution of mail. Coordinate considerable amounts of general mail and interoffice communications and meet strict time schedules. Make simple arithmetic calculations and write legibly. Conduct physical inventories. Operate a forklift or pallet jack as assigned. Understand and follow oral and written instructions. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Maintain mental capacity which allows for effective interaction and communication with others. Maintain effective, audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

## SELECTION PROCESS

- Those applicants who meet the minimum qualifications and appear to be among the best qualified will be selected as candidates for the examination.
- The examination process may include but is not limited to: application appraisal, written examination, oral board interviews, and finalist interviews.
- Should a qualified individual with disabilities need reasonable accommodation in order to participate in the examination process, the City of Rialto must be notified no later than five working days of the scheduled examination date.
- The Immigration Reform & Control Act of 1986 requires that all employers examine specified documents and verify that all employees hired after November 6, 1986, are either United States citizens or aliens legally permitted to work in the United States. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate Documents prior to commencement of employment.
- Employment with Rialto is contingent on meeting the medical standards of the position. An employee must pass a pre-employment physical examination, including a reference and background check, loyalty oath, and complete a one year probationary period.

## APPLICATION PROCESS

A **City of Rialto employment application is required** and may be obtained at Human Resources, downloaded: [www.rialtoca.gov](http://www.rialtoca.gov), via email [hr@rialtoca.gov](mailto:hr@rialtoca.gov), or by calling: (909) 820-2540. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Postmarks and faxes will not be accepted. Applications must be filled out completely and must clearly show that the minimum qualifications are met. Submitting an incomplete application may result in disqualification. All statements made on the application are subject to investigation and verification. Applications must be filed by the established deadline. Resumes may be attached to the completed application forms, but a resume will not be accepted in lieu of an official application form.

## COMPENSATION & BENEFITS

According to the San Bernardino Public Employees Association (SBPEA) General Unit Memorandum of Understanding, in addition to the monthly salary, the City offers:

- RETIREMENT** benefits are provided to City employees by the Public Employee's Retirement System (PERS), at 2% at age 55 formula. The City pays the employee contribution towards PERS.
- CAFETERIA PLAN** City's contribution to the Cafeteria Plan is \$750.00 to go towards the employee's contributions for Health, Vision, and Dental insurance premiums.
- LIFE INSURANCE** provides a \$50,000 double indemnity policy for employee plus dependent coverage.
- MERIT RAISES** may be received in the form of salary increases four times within or in four years with the attainment of satisfactory work performance.
- BILINGUAL PAY** is paid to employees who successfully pass the bilingual proficiency examination for Spanish.
- VACATION** with pay of 11 working days per year is granted the first through fourth years.
- TWELVE HOLIDAYS** are observed each year, plus two floating holidays of employee's choice.
- SICK LEAVE** is accumulated at the rate of one day per month with no maximum amount of accumulation.
- SPORTS CENTER** usage has been made available; at no cost, to all employees as set forth in the usage guidelines. The facilities include weight room, racquetball and tennis courts, pool, sauna, and jacuzzi.
- DEFERRED COMPENSATION** is available to those employees who wish to supplement their retirement income. Money may be deducted from their checks and placed in a security plan without paying taxes on the amount until it is withdrawn.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in this bulletin may be modified or revoked without notice.

## OTHER EMPLOYMENT INFORMATION

**AGENCY SHOP:** Union dues or service fees are mandatory as a condition of employment for employees who are in classifications which are covered by Agency Shop provisions. Qualified religious objection can be accommodated.

**EMERGENCY SERVICE:** All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Rialto does not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, or disability. Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations and rehires.



City of Rialto - Human Resources Department  
Mailing Address : 150 S. Palm Avenue, Rialto, CA 92376  
Building: 290 W. Rialto Avenue, Rialto, CA 92376  
(909) 820-2540  
[www.rialtoca.gov](http://www.rialtoca.gov)