



City of Livingston

1416 C Street, Livingston, CA 95334
Phone: (209) 394-8041 • Fax: (209) 394-1751

EMPLOYMENT OPPORTUNITY

ACCOUNT CLERK

Salary:

\$ 33,408.00 - \$ 42,636.00 Annually

Filing Deadline:

5:00 p.m., Monday, July 12, 2021

Employment Application Process

One application is required for the position you are applying for. **Incomplete or illegible applications will be rejected.** In order for your application to receive full consideration, it is necessary to complete the employment application in its entirety. Do not simply state "See Resume" as this is not acceptable. Your qualifications will be evaluated on the basis of information you provide on the application itself. Please attach additional sheets if necessary. All information on the application is subject to investigation and verification.

A City application packet may be obtained in one of the following ways:

1. Visit our website at www.cityoflivingston.org
2. Call the City's Human Resources Department at (209) 394-8041 ext. 114.
3. Visit the City's Human Resources Department, Monday - Friday, 8:00 am to 5:00 pm at 1416 C Street, Livingston, CA 95334.

Submit completed and signed applications to the above address no later than 5:00 p.m., Monday, July 12, 2021.

Faxed or emailed applications will be accepted, please email to lsilva@livingstoncity.com or fax 209-394-1751.

Selection Process

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications.

The most qualified candidates will be invited to participate in the selection process. The selection process may consist of one or more of the following: written examination, performance test and/or oral interview.

The City reserves the right to revise the selection process to best meet the needs of the City.

Candidates who need accommodations should notify the Human Resources Department at the time of their invitation to the selection process.

The City of Livingston is an Equal Opportunity Employer. The City does not discriminate because of race, color, ancestry, religion, sex, national origin, marital status, age, medical or physical disability, or perceived disability, medical condition, or sexual orientation.

Special Conditions of Employment:

Appointment to the position is contingent upon the candidate providing proof of eligibility to work in the United States and passing a fingerprint check and may include a thorough check of their employment history, followed by a pre-employment physical examination which includes a drug screening.