



CITY OF BAKERSFIELD – TEMPORARY EMPLOYMENT
(Employment may be eliminated at any time based on business necessity)

**DATA ENTRY CLERK – TEMP
POSITION #26179**

DATA ENTRY CLERK – FIRE DEPARTMENT
\$15.745/hr.

DUTIES:

- Performs routine and repetitive typing, data input and clerical duties.
- Will make contact with applicants concerning missing information.
- Performs other work as required.

REQUIREMENTS:

- High School Diploma or GED.
 - Six (6) months of responsible and varied clerical experience.
 - Possess a valid Class “C” driver’s license **(must submit a current DMV printout with application)**
 - Must possess good customer service skills
 - Typing proficiency and computer knowledge.
 - Ability to do clerical work and learn office operations, procedures and equipment.
 - Ability to spell correctly, use good English, and make simple arithmetical computations
 - Ability to operate a variety of office equipment which may include word processing and personal computers.
 - Must be organized and detailed.
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HOW TO APPLY:

- Only **one** application required.
- Submit City ***Application for Temporary Employment, Voluntary Information Statistical sheet, and a current “official” D.M.V. printout issued by the Department of Motor Vehicles only (must be dated with in the past 2 months to be accepted)*** to Human Resources Office at City Hall, 1600 Truxtun Avenue (661) 326-3774.
- Read and follow **all** instructions on the application. Provide **all** requested information. Explain all gaps in employment. Be sure to detail your relevant experience.
- Due to limited resources, we are unable to acknowledge receipt of your application. Be assured that all applications are reviewed and remain on file for six months. Qualified applications are referred to the hiring department as openings occur. The hiring department will interview qualified applicants and make the hiring decision.
- Please advise Human Resources staff if you need special accommodations for any part of the application process.
- All job offers may be contingent on the applicant passing a ***pre-employment background check and/or drug screen.***
- **Note:** *Temporary employment may not exceed 960 hours in any 12-month period.*