

THE HUMAN SERVICES DEPARTMENT IS HIRING!

OFFICE SPECIALIST II



The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships, engaging with and building the capacity of the community to do its own problem-solving, and leveraging financial and volunteer resources.

The Position

The Office Specialist II will act as a front desk receptionist for the Youth and Family Services Division of the Human Services Department. The selected candidate would be part of an administrative team that provides custom service support to both internal and external customers.

Examples of Job Duties

- Perform a wide variety of routine clerical work including filing, billing, checking, tracking, recording information on records, and processing personnel, payroll, purchasing, and training information.
- Sort and file documents and records, and maintain alphabetical index and cross-reference files.
- Answer the telephone and assist the general public and City staff, giving information on department, and assigned program policies and procedures.
- Screen calls and visitors, and refer inquiries as appropriate.
- Develop and maintain spreadsheets, databases, and other automated systems.
- Compose routine correspondence independently.
- Compile and format information and data from a variety of sources for program, statistical, and financial reports.
- The complete job description can be viewed [here](#).



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 230,504 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and the City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education and Experience

- High school diploma or equivalent and two years of general clerical experience.

Licenses/Certificates/Special Requirements

- This position requires the ability to travel independently within and outside City limits. Therefore, a valid Class C California Driver's License is required by time of appointment.

Ideal Candidate

The Human Services Department is seeking a motivated individual who will be an independent and effective team player and is able to multitask in a fast-paced work environment. Experience with Microsoft Office Suite, databases, electronic health record systems and working in a behavioral healthcare clinic that serves children and families is desirable. The selected Office Specialist II will demonstrate their ability to perform a variety of responsible clerical duties in support of department operations including maintenance of records and preparation of general reports, and provide exceptional customer service to both internal and external customers. Additionally, the selected candidate should demonstrate strong written and verbal communication skills. Individuals with bilingual skills are encouraged to apply.

A summary of benefits can be viewed online:
[Benefits Summary](#)

Year Salary Range
\$69,437 – \$84,401

The City of Fremont is an Equal Employment Opportunity Employer.

APPLY HERE!