DIVISION: EXECUTIVE OFFICE

POSITION: SEASONAL CLERK, FPPC
TEMPORARY – 3 months

SALARY: $1,591 - $1,794 per month

FINAL FILING DATE: April 8, 2015

Duties Include:
Assist in organizing and sorting website content; assist in compiling and tabulating simple statistical data as directed; provides routine administrative support and other duties as assigned.

Desirable Qualifications:
The incumbent must possess good written and oral communication skills, must be able to work independently and collaboratively and must be able to exercise good judgment. Must also be dependable, organized and have experience with computer program spreadsheets, word processing and electronic mail. The incumbent must be available to work Monday through Friday 8:00 a.m. to 5:00 p.m.

Priority consideration will be given to any person receiving state public assistance under the CalWorks program. Applicants who receive state public assistance need to identify their status as a CalWorks recipient in the ‘Explanations’ area on the state application. CalWorks applicants must submit verification of their CalWorks eligibility status, which may include the most recent Notice of Action showing eligibility, or a copy of the last aid check stub.

How to Apply:
Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) to:

Fair Political Practices Commission
Attn: Pennie Conroy
428 J Street, Suite 620
Sacramento, CA 95814
or
pconroy@fppc.ca.gov

Contact: Pennie Conroy, (916) 327-8692

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.