



# JOIN OUR FINANCE TEAM!



We're looking for someone to join our team as an:  
**ADMINISTRATIVE ASSISTANT I**

**\$17.69 - \$22.57**

**PLUS A 7% COLA EFFECTIVE JULY 1, 2025**

**5% SPANISH/ENGLISH BILINGUAL INCENTIVE PAY AFTER PASSING BILINGUAL TEST  
APPLICATIONS ACCEPTED UNTIL VACANCY IS FILLED**

## QUALIFICATIONS:

The City is currently seeking a full-time Administrative Assistant who exemplifies high ethical standards and professionalism. The ideal candidate should have a minimum of one year of clerical and cash handling experience, preferably with a background in accounting, building, or finance. A high school diploma or equivalent is required.

Applicants should demonstrate proficiency in modern office procedures and methods, as well as the ability to learn and accurately interpret policies and procedures. Strong project management skills are essential. The role demands the ability to thrive in a fast-paced environment, collaborate effectively with others, and demonstrate self-motivation. Additionally, excellent communication, customer service, and problem-solving abilities are required.

### Applications can be mailed/dropped off to:



City Hall  
Attn: Human Resources  
643 Quince Street  
Mendota, CA 93640

### Applications can be emailed to:

[jennifer@cityofmendota.com](mailto:jennifer@cityofmendota.com)

**APPLY NOW**

**IF YOU HAVE ANY QUESTIONS,  
PLEASE CONTACT CITY HALL:**

 559-655-3291  
 <https://cityofmendota.com/employment/>

## PRIMARY RESPONSIBILITIES:

- Provide customer service, act as a receptionist, and assist the public with inquiries into finance, building, or other routine City related issues.
- Assist with Court related services.
- Enter inspections and re-inspections into computer system, and research ownership of property.
- Verify that projects have obtained all necessary approvals; and verify professional and contractor licensing.
- Prepare and process building permits for Public Works Director's approval.
- Prepare Certificate of Occupancy as required.
- Provide general accounting duties such as: cashier, process checks received, compile data for financial reports, post data to various ledgers according to established accounting techniques and procedures, assure proper classification of revenues, and assist with utility billing and the collection of delinquent utility accounts.
- Prepare and process business licenses.
- Perform a wide variety of general clerical work.

## SELECTION PROCESS:

- Application Screening
- Written Exam and Oral Interviews
- For the final candidate- Background investigation which will include the candidate's criminal history, driving record, credit check, reference check, and drug screening.

# BENEFITS AND COMPENSATION

## HEALTH, DENTAL, AND VISION INSURANCE:

The City offers medical insurance to its employees and dependents, and the City contributes up to following monthly caps towards the monthly premium cost:

Employee Only (\$500)
Employee and Spouse (\$1,050)
Employee and Children (\$750)
Family (\$1,250)

If an employee has health insurance from another source the employee may elect to receive payment in lieu of coverage in the amount of \$500 per month.

Employee and dependent dental, vision, and orthodontia coverage is paid by the City at 100%.

## RETIREMENT:

**CalPERS:** The benefit contract in effect between the City of Mendota and the Public Employees Retirement System (PERS) on behalf of eligible permanent full-time employees is 2% at age 62. The employee will make the full employee contribution to the plan and the City will make the full employer contribution to the plan.

All new employees hired on or after January 1, 2013 are new Miscellaneous members of Public Employees Retirement System (PERS), pursuant to the Public Employee's Pension Reform Act (PEPRA) of 2013, the City shall provide the PERS Miscellaneous 2% @ 62 Retirement Plan.

All PERS contribution paid by the employees shall be paid on a pre-tax basis as per IRS code.

**401(k) Plan:** The City offers Pre- and After-Tax (Roth) options for employees to participate in at their own discretion.

## VOLUNTARY BENEFITS:

The City of Mendota offers voluntary benefits through Colonial Life, AFLAC and Mutual of Omaha.

DISABILITY      ACCIDENT      HOSPITAL  
LIFE                      CANCER

## LIFE INSURANCE:

The City provides a \$25,000 life and accidental death and dismemberment policy.

## SHORT AND LONG TERM DISABILITY:

The premiums are paid for by the City of Mendota. Benefits are equivalent to 60% of pre-tax monthly earnings.

## EMPLOYEE ASSISTANCE PROGRAM (EAP):

This benefit is a free, confidential service to help you and/or members of your household to deal with life issues. Available to you is free counseling, stress management, support with emotional issues, grief/loss, legal assistance, financial guidance, resources for elder care & childcare, substance abuse, smoking cessation, and critical incident counseling.

## PAID LEAVE:

The City of Mendota offers a generous paid leave program, including paid holidays, sick leave, and vacation.

**City Observed Paid Holidays:** 16 days per year

**Floating Holiday:** 1 day of choice per fiscal year

**Sick Leave:** Starting at 12 days per year

**Vacation:** Starting at 10 days per year

## HOURLY PAY STEP SCHEDULE:

**Step 1:** \$17.6855

**Step 2:** \$18.5698

**Step 3:** \$19.4983

**Step 4:** \$20.4732

**Step 5:** \$21.4968

**Step 6:** \$22.5717

The City of Mendota is an Equal Opportunity Employer. Women, minorities and people with disabilities are encouraged to apply. In compliance with the Americans with Disabilities Act, the City of Mendota will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.