



# City of Plymouth California

**ACCOUNT CLERK I**  
(Salary Range DOE: \$3,899-\$4,164)

AND

**PART-TIME OFFICE  
ASSISTANT**  
(Salary Range DOE: \$3,426-\$4,164)

**First Review 03/24/2023**  
(Open Until Filled)

The City of Plymouth is seeking an **ACCOUNT CLERK I**, who under general supervision from the City Manager, performs point-of-capture data entry related to cash receipts and accounts payable transactions; prepares, processes and verifies bookkeeping entries affecting general and subsidiary ledgers; performs customer service functions with the public and/or accounts payable vendors both in person and over the phone.

### Qualifications

Completion of high school or equivalent (General Education Development (GED) Test or California Proficiency Certificate), plus six months of experience involving financial record keeping or the performance of related work.

### Licensing Requirements:

- Valid Class C California driver's license may be required for some positions.

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The City of Plymouth is seeking an **OFFICE ASSISTANT**, who under general supervision from the City Manager, performs a wide variety of routine tasks and duties by providing office, secretarial and administrative support to management staff and other staff as needed, including typing of forms, memoranda, correspondence and reports; learns, interprets and applies policies, procedures and work methods associated with assigned duties; assists callers and visitors by supplying information personally or directing information requests according to established procedures; sorts, logs and maintains records and other documents; performs basic payroll duties.

### Qualifications

Completion of high school or equivalent (General Education Development (GED) Test or California Proficiency Certificate).

### Licensing Requirements:

- Valid Class C California driver's license by date of employment.

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### Selection Procedure

Candidates must submit application materials that include a completed and signed employment application and copies of any required certificates or license listed under the requirements.

A complete job description and Application materials are available online at [www.cityofplymouth.org](http://www.cityofplymouth.org)

Completed Application materials can be emailed, mailed or hand-delivered to Plymouth City Hall, City Manager's Office, 9426 Main Street; P. O. Box 429, Plymouth, CA 95669; emailed to [mroberts@cityofplymouth.org](mailto:mroberts@cityofplymouth.org).