



City of Gonzales



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147 FOURTH ST.
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GONZALES, CALIFORNIA 93926
www.gonzalesca.gov

ADMINISTRATIVE ASSISTANT I Salary \$2,980 - \$3,920/month

Deadline is November 19, 2021

Performs a variety of routine and responsible clerical, customer service and accounting support activities related to answering the telephone, word processing, entering information into various computer programs, filing, respond to requests from residents and businesses, accounts payable, utilities billing and related support services to city management staff.

Education equivalent to High School graduation with at least one year of clerical or customer service experience. Bilingual (English/Spanish) highly desirable.

For the job announcement and application materials, please visit the City's website at <https://gonzalesca.gov/services/human-resources/job-opportunities>