



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

OFFICE CLERK II

(PART-TIME/NON-CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: Human Resources
SALARY: \$24.70 hourly
FILING DATE: Open: Wednesday, January 28, 2026
Closes: Thursday, February 12, 2026 by 4:00 P.M.

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

THE POSITION

The Human Resources department is seeking to fill one (1) part-time vacancy. The Office Clerk II will report to the Director of Human Resources. Under general supervision, performs a variety of advanced level clerical work of a general or specialized nature in support of an assigned department; relieves department staff in certain administrative and clerical duties; and performs other related work as required.

WORK HOURS

Part-time up to 30 hours per week. May occasionally work up to 40 hours per week Monday-Thursday between the hours of 7:30 am-5:30 pm. The City of Hawthorne is closed alternating Friday's.

The tentative work schedule for this position is Monday-Thursday with work hours varying. *Please Note: Work schedule could change periodically based on department needs.*

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.

- Prepares, types and processes forms, documents, and other materials in accordance with procedural requirements.
- Provides information to the public and staff regarding office operations, policies, and procedures; responds to and resolves complaints or refers to proper authority.
- Checks reports, records and other data for accuracy and compliance with established regulations/standards.
- Learns functions and programs of the department; learns to apply regulations of the proper personnel.
- Prepares and processes reports, records, work orders, payrolls, bills, payment requests,

and vouchers.

- Performs basic mathematical computations.
- Maintains automated and manual filing systems.
- Processes confidential or sensitive information.
- Posts agendas for meetings and maybe responsible for set up and clean-up of refreshments for meetings.
- Performs other duties as assigned, requested and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or GED and;
- Three (3) years of increasingly responsible – recent paid experience, performing higher level clerical work.

Licenses, Certificate and/or Special Requirements

- A valid California motor vehicle operator's license is required.

PREFERRED QUALIFICATIONS

- Verifiable experience working in a Human Resources Department.
- Education and/or experience in the field of Human Resources is highly desirable.
- Clerical/administrative experience that involves using MS Office applications (Outlook, Word and Excel).
- Customer service experience working with a municipality or public agency.
- Experience dealing with the public.
- Quick learner who can retain repetitive/daily information.
- Attention to detail and accurate data entry.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to

verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplement questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.