



JOIN OUR TEAM!

www.cityofripon.org/jobs

APPLICATION PROCEDURE

A City of Ripon Employment Application and Resume are required. Applications can be picked up at the Ripon City Hall or on our website www.cityofripon.org/jobs

Please submit a City of Ripon Job Application and Resume in person, by mail or via email:

City of Ripon
259 N. Wilma Ave
Ripon, CA 95366
jobs@cityofripon.org

If you have questions please call Geri Van Gorkum at (209) 599-2108 or email gvangorkum@cityofripon.org.

NOW HIRING FOR

Planning Secretary

First Review: **April 3, 2024**
(Open Until Filled)

COMPENSATION

\$4,792 - \$5,824 monthly

PRIMARY RESPONSIBILITIES

Under the general guidance and direction of the Director of Planning & Economic Development or his/her designee, this, Secretary performs a wide variety of technical and administrative duties in support of the daily operations of the Planning Department.

QUALIFICATIONS

Experience/Education: Any combination of training and experience which is likely to provide the required knowledge and skill is acceptable. Typically this includes: Education equivalent to graduation from high school, Experience in Word and Excel **AND** minimum three years progressively responsible clerical work involving frequent contact with the public.

Possession of a valid California Driver's license.

Must live within a 35-mile radius of City Hall at the time of appointment.

COMPENSATION AND BENEFITS

- \$4,792 - \$5,824 monthly
- Medical Insurance – Full medical, dental and vision benefits for employee and dependents.
- Life insurance, long-term disability, and long-term care are also provided for employee.
- Retirement – the City participates in both Social Security and a "Money Purchase Pension Plan", similar to a 401(k) plan, with the City contributing 15% plus the option for the employee to contribute up to 6.6% with a 50% match by the City.
- Vacation – 10 days vacation at 1 year of service; 15 days at 4 years; 20 days at 14 years; 25 days at 25 years.
- Holidays – 13 paid holidays per year (includes birthday and 3 floating days).
- Sick leave – 8 hours of sick leave is earned per month with unlimited accumulation and 100% credit for unused sick leave upon retirement and/or resignation with 20 years or more continuous service to be cashed out and/or used towards medical benefits.