



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR AN:

EXECUTIVE ASSISTANT TO THE CITY MANAGER/ PARALEGAL

\$63,466 - \$87,489

The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.

[APPLY HERE](#)



**Application Deadline:
Friday, March 12, 2021 by 5:00 p.m.**

ABOUT THE POSITION

The City of Rocklin is looking for an Executive Assistant to the City Manager/Paralegal. Under general supervision, the incumbent will perform a variety of highly responsible, confidential, and complex administrative duties for the City Manager and City Attorney; serve as the primary liaison between the City Manager's Office, City Attorney's Office, City staff, City Council and outside agencies; provide paralegal services to the City, assist with a variety of special projects; provide general information and assistance to the public.

The Executive Assistant to the City Manager/Paralegal is a single-position, journey-level classification that performs the full range of responsible, confidential, and complex administrative and paralegal support duties for the City Manager and City Attorney. These duties require considerable knowledge of City policies and procedures, City Council functions and operations, professional legal support services, and other government procedures. The frequent use of discretion, initiative, diplomacy, and independent judgement is critical and consequential to the impact and operations of City business.



COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moxa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1893 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



BENEFITS

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference.

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 & 401 plans).

■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: coverage is 50% of monthly salary up to \$6,000 per month

[Click here to view Benefits Summary](#)

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge and abilities, and complies with California Business and Professions Code section 6450 requirements for a "Paralegal" is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, and
- Five (5) years of progressively responsible administrative and paralegal support experience, preferably working in a public agency, that includes public contact and interaction with positions of all levels including elected positions. College level coursework in public administration, business administration, legal assistance, or a related field is desirable.

Paralegal Certificate: Either

- (1) a certificate of completion of a paralegal or legal assistant program approved by the American Bar Association;
- (2) a certificate of completion of a paralegal program at or a degree from a nationally accredited college or university that requires the successful completion of a minimum of 24 semester or equivalent units in law-related courses;
- (3) a baccalaureate degree or advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding years, and a written declaration from that attorney stating that the person is qualified to perform paralegal tasks; or
- (4) a high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years, and a written declaration stating the person is qualified to perform paralegal tasks.

LICENSE REQUIREMENT

A valid California Class C driver license is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

APPLICATION PROCESS

Applicants are encouraged to apply electronically [on-line](#) or at the [CalOpps](#) website.

[Click here to view Job Description](#)

SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment live scan clearance. All applicants will be notified by e-mail following the application review.

SUPPLEMENTAL QUESTIONNAIRE

1. **After reviewing the minimum qualifications, please describe your experience with responsible administrative and paralegal support.**
2. **If you have a paralegal certificate or applicable substitute from any of the following, please send us the requested information.**
 - (1) A certificate of completion of a paralegal or legal assistant program approved by the American Bar Association;
 - (2) A certificate of completion of a paralegal program at or a degree from a nationally accredited college or university that requires the successful completion of a minimum of 24 semester or equivalent units in law-related courses;
 - (3) A baccalaureate degree or advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding years, and a written declaration from that attorney stating that the person is qualified to perform paralegal tasks; or
 - (4) A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years, and a written declaration stating the person is qualified to perform paralegal tasks.

APPLICATION DEADLINE

Friday, March 12, 2021 by 5:00 PM

City of Rocklin - Human Resources Dept.

3970 Rocklin Road, 2nd Floor City Hall

Rocklin, CA 95677

Telephone: (916) 625-5050 FAX: (916) 625-5099

Job Line: (916) 625-5060

[APPLY HERE](#)