



Clerical/Community Aide (Part-Time)

Community Services Agency

\$16.90-\$20.55 Annually

Apply by March 10, 2026, or after 50 applications
are received.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

THE IDEAL CANDIDATE

The Community Services Agency is recruiting for part-time employees to perform basic clerical duties within the Housing and Homeless Division. The ideal candidates for this role are well-rounded and charismatic individuals who are detailed oriented and have strong customer service skills. All candidates who have a passion for public assistance and eager to make a difference are encouraged to apply.

THE POSITION

The Community Aide provides routine to difficult support tasks and services to Housing and Homeless Division at the Stanislaus County Homeless Access Center under supervision. Duties within this classification have a clerical emphasis. The primary duty of this position is administering the Homeless Mail service out of the Access Center. This will include interacting with the public, clerical tasks, and fostering communication between the public and the department or County. This is an excellent starting position designed to learn general clerical and county procedures. As experience is gained, there is greater independence of action within established guidelines.

This job classification is part-time, and employees are classified as extra help.

Why Work at CSA?

The Community Services Agency (CSA) is the largest department in the County with over 1,100 employees in five divisions. We are dedicated to serving Stanislaus County residents with diverse needs. By working at CSA, not only will you gain valuable skills and experiences, but also have the chance to build connections within the community. You will be a part of a team with dedicated individuals who seek to support our thriving community overall. As a member of the StanWORKs clerical team, you will gain valuable experience, knowledge, and skills in the areas of customer service, client relations, social skills, technical skills, and much more. This position will allow you to grow within the County and allow for promotions through the many diverse job opportunities we offer.



For more information about the Community Services Agency,
scan the QR code or visit www.csa-stanislaus.com

THE TYPICAL TASKS

- Maintain alphabetic and numeric files by retrieving and filing a variety of documents; Search files for specific information;
- Monitor files for completeness and propriety; Receive, segregate, and route mail;
- Order, receive, log and distribute supplies, and monitor inventory;
- Compile information and data necessary for the preparation of various departmental reports; Maintain routine operational records by transferring, coding and indexing data;
- Answer the telephone, take messages, and meet and assist the public; Perform a limited amount of typing incidental to other tasks; and
- Create, plan and carry out activities that provide information, encouragement and support;
- Keep accurate records;
- Complete necessary paperwork timely and accurately; and
- Input data into an automated computer system

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Proper usage of grammar and punctuation; Alphabetic and numeric filing methods;
- Basic mathematics; and
- Modern office procedures and practices.

SKILLS/ABILITIES

- Follow oral and written instructions;
- Accurately perform a wide variety of clerical work of routine to average difficulty;
- Learn the operation of office equipment related to the job; and
- Deal with the public in a tactful and courteous manner.

EDUCATION & EXPERIENCE

- A combination of training and experience sufficient to gain the requisite knowledge, skills and abilities required.

Proof of education may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- 3 months or more experience working for Stanislaus County



QUICK GUIDE TO APPLYING



APPLICATION PROCESS



Find the
Right Job



Update Your
Application



Submit Your
Application



Wait for
Processing



Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**

CLASSIFICATION INFORMATION

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non benefited except for participation in a 401a program.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab

APPLICATION PROCEDURES/FINAL FILING DATE: March 10, 2026

Oral Examinations are tentatively scheduled: Tentatively the week of March 16, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.