

WE ARE HIRING



Records Technician

DEPARTMENT : Government Services - Town Clerk Division

SALARY : \$24.21- \$34.21 Hourly

BENEFITS : Benefits Eligible

TYPE : Full-Time

**Closing Date: Friday, August 7th, 2026, at 4:30pm, or once 20
qualified applications are received, whichever occurs first.**

■ The Position:

Under general supervision, coordinates and maintains the Town-wide official records system; performs the preparation, processing, indexing, storage, retention, dissemination, and disposition of Town records; performs a variety of technical and clerical duties involving the processing and maintenance of reports, records, and files; maintains document retention, storage, and retrieval systems; performs a variety of administrative duties in support of the Town Clerk's Office; and performs related work as required.

■ Requirements:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible record keeping experience, including the maintenance of automated and manual records and files. Knowledge of municipal record keeping is highly desired.

- ✓ Valid California class C driver's license with satisfactory driving record and automobile insurance.

An application package is available at:

14955 Dale Evans Parkway
Apple Valley, CA 92307

Apply Now!

www.applevalley.org



You can expect to be contacted by phone
OR email regarding this position. Email
communications will be sent from
jobs@applevalley.org, and phone calls will
come from our main line at (760) 240-7000.