



Closing Date: August 20, 2020 at 5:00 PM

ADMINISTRATIVE ASSISTANT

Definition

Under general supervision, performs a variety of complex administrative and office support duties of considerable complexity requiring thorough knowledge of assigned department, its procedures, and operational details; provides information to the public and staff; and performs related duties as assigned. A copy of the full job description can be found at www.townofparadise.com.

About the Responsibilities

Specific responsibilities of this position include but are not limited to:

- Prepares and processes various documents requiring knowledge of assigned department's programs/projects, operations, and services and the ability to explain, interpret, and apply federal, state, and local laws, rules, regulations, codes, ordinances, and Town policies and procedures relevant to assigned area of responsibility.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate Town staff; assists the public and directs the public to appropriate locations/staff.
- Serves as the point of contact for assigned department; receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; ensures compliance with legal and regulatory requirements.
- Performs various accounting support work such as monitoring budgets, purchase order, and account balances; determining and calculating required fees; processing, reconciling, and verifying cash and monies expended and received; processing and auditing reimbursements, payment vouchers, check requests, and invoices; generating purchase orders; and allocating general ledger codes in accordance with Town policies and procedures.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental policies and procedures in determining completeness of applications, records, and files.
- Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and reports.
- Researches, summarizes, and interprets data from various sources and prepares a variety of statistical and narrative reports according to established procedures and practices; may submit reports to various local, state, and federal regulatory agencies.
- Serves as recording secretary and provides staff support for assigned boards, committees, and commissions including preparing, posting, and distributing public hearing notices, agendas, and informational packets, preparing staff reports, coordinating meeting logistics and room set-up, attending meetings, taking and transcribing minutes, and processing action items; prepares and posts public and legal noticing related to board, committee, and commission actions.
- Performs a variety of office support duties such as scheduling and coordinating meetings, conferences, and trainings; coordinating travel arrangements; opening and routing mail; and ordering and maintaining equipment, office supplies, and other related supplies.
- Maintains department personnel files, including processing personnel action forms and sensitive/confidential personnel issues, preparing supervisor generated performance evaluation forms, processing accident/incident/workers' compensation claim forms, filing pertinent documents, maintaining files in a secure location, and providing information to supervisors and managers.

The Ideal Candidate

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned department.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
- Research and summarize information; prepare clear and concise reports, correspondence, procedures, and other written materials.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and two (2) years of increasingly responsible clerical experience. Some college courses preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Part-time position. 24 hours per week.

The pay rate for this position is

\$20.32 to \$25.95 per hour

Important Application Information

To apply for this opportunity, submit a completed Town of Paradise Application for Employment to the following address:

Town of Paradise - Human Resources Department
ATTN: Administrative Assistant
5555 Skyway
Paradise, CA 95969

Application packets must be received prior to the closing date and include the following:

- [Employment Application Form](#)
- Resume and Cover Letter