



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

# OFFICE ASSISTANT

## Definition

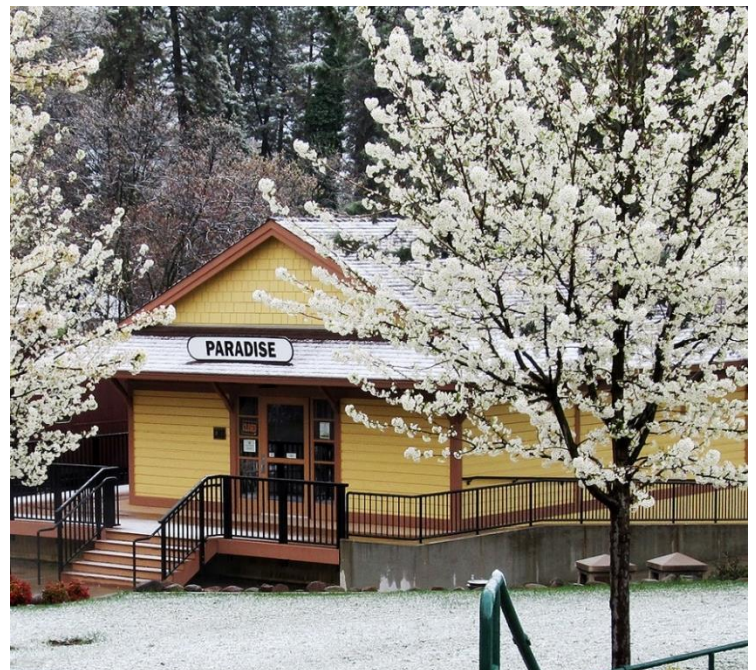
Under general supervision, provides routine office support activities to an assigned department, including word processing, data entry and organization, telephone and counter reception, scheduling, maintaining records, and filing; creates routine forms, memoranda, correspondence, and/or reports; performs routine operation of equipment; provides information and assistance to staff and the general public; and performs related duties, as assigned. A copy of the full job description can be found at [www.townofparadise.com](http://www.townofparadise.com).

## About the Responsibilities

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

- Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; 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 City staff as necessary.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Performs a variety of routine clerical duties including opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Organizes, maintains, and updates departmental record systems using database software; enters and updates information with departmental activity, files, and report summaries; prepares documents for imaging; organizes and maintains various administrative, reference, imaging, and follow-up files.

- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- Maintains, organizes, and cleans office, conference rooms, and supply room.
- Assists with special projects and events as required.
- Performs other related duties as assigned.



# The Ideal Candidate

## Knowledge of:

- Departmental practices and procedures and applicable City policies.
- Clerical practices and procedures.
- Business letter writing and the standard format for typed materials.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

## Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

## 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 graduation from the twelfth (12th) grade and one (1) year of experience performing clerical work in an office environment.

## Licenses and Certifications:

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

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Full-time, 40 hours per week.

The hourly rate is **\$18.41 to \$23.51** or **\$38,292 to \$48,900** expressed annually.

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## 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: Office 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