The Position:
Under general supervision, performs a variety of general clerical and administrative duties; directs calls and
visitors; performs data entry to process a variety of forms and documents; types memos and correspondence;
provides information and assistance to the public; and performs related duties as required.

Work Schedule:
16 to 24 hours per week.

Reports To:
Higher level management or supervisory staff.

Examples of Duties: - The following are the duties performed by employees in this classification. However,
employees may perform other related duties at an equivalent level. Each individual in the classification does
not necessarily perform all the duties listed

Performs a variety of general clerical and administrative duties in assigned area; can include assisting in the
permit process, logging, tracking and assessing fees and receiving payments, performing work within
proprietary computer programs that may involve statewide automated systems, monitoring and scheduling
building and vehicle maintenance, types and prepares a variety of forms, letters, memos, reports and related
documents; assists the public in person at the front counter or by phone; schedules appointments; answers
inquiries related to department services, programs, and operations; prepares notices, reports, flyers, letters,
or other documents and information; performs basic tracking duties for financial records within assigned
programs; maintains electronic and physical files; compiles data and maintains forms and spreadsheets;
manages confidential information and data; opens and processes incoming mail; receives and processes
applications; performs data entry to process a variety of forms and documents; processes timecards;
maintains files and records; and performs related duties as required.

Typical Physical Requirements:
Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination;
corrected hearing and vision to normal range; verbal communication; use of office equipment including
computers, telephones, calculators, copiers, and fax machine.

Typical Working Conditions:
Work is performed in an office environment; continuous contact with staff and the public.

Minimum Qualifications:
Knowledge of:
- Modern office practices, including computers and assigned software.
- English grammar, vocabulary, spelling, and punctuation.
- Recordkeeping and filing practices.
- Principles and practices of customer service.
- Methods and techniques of typing correspondence, documents and spreadsheets.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions and percentages.

Ability to:
- Type with speed and accuracy.
- Interpret and apply department policies and procedures.
- Perform typing and filing duties.
- Respond to citizen’s questions and direct to other staff as necessary.
- Enter data accurately into automated system.
- Handle and process confidential and sensitive information.
- Make basic mathematic calculations.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:
A high school diploma or GED equivalent.

Experience:
One (1) year of full-time experience as a Administrative Assistant
OR
Two (2) years of full-time increasingly responsible office/clerical experience.

Special Requirements:
Possession of an appropriate, current and valid California Driver's License issued by the California Department of Motor Vehicles.

Salary and Benefits:
- $15.75 - 20.62/hr
- Sick & Vacation leave Pro-rated based on hours worked.
- 401 & 457 deferred compensation plan with employer match up to 8.4% of employee compensation