



EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT

Salary: \$14.72 Hourly
Job Type: Full Time
Department: Animal Services
Benefits: Benefits Eligible

The Position

Under direct supervision, this position will provide a variety of office support activities to the Animal Services Department, which may include word processing, data entry and organization, telephone and back-up counter reception, processing mail, receipt of payments, processing invoices, record keeping, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

Job Functions

- Performs a wide variety of intermediate-level clerical work including maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- May perform cashiering duties; prepares daily bank deposits, balances cash register with checks, cash, receipts and journal tape, runs tape of the checks, copies checks, and prepares deposit slips and bags for courier to pick up; receives money and issues receipts; collects service fees.
- Prepares, copies, and distributes a variety of documents, including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files.
- 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 public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate Town staff as necessary; maintains confidentiality of records as required.
- Composes, types, formats, and proofreads a wide variety of reports, letters, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections to drafts.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- Answers incoming calls and routes individuals to appropriate staff via switchboard or dispatching using a two-way radio; assists public at front counter and directs public to appropriate locations and/or staff.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Makes copies; collate materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Performs other duties as assigned.

Qualifications

Training and experience that would provide the required abilities includes the equivalent to the completion of twelfth (12th) grade and one (1) year of varied clerical support experience, preferably involving some public contact. Preference may be given to those applicants with prior government experience.

Selection Process

A completed Town employment application is required. Recruitment will close once we have received 20 qualified applications or on September 1, 2017, at 4:30 pm, whichever comes first. The successful candidate must pass a physical exam, Department of Justice fingerprinting and background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, Human Resources Department, 760-240-7000 x7601, or on our website at www.applevalley.org.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.