



EMPLOYMENT OPPORTUNITY

SENIOR OFFICE ASSISTANT

Salary: \$17.06 Hourly
Job Type: Part-time
Department: Emergency Services
Benefits: No Benefits

The Position

Under direct supervision, this position will provide a variety of office support activities to Emergency 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

- Plans, organizes, and carries out clerical assignments and special projects for Emergency Preparedness.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Prepares, copies, and distributes a variety of documents utilizing Microsoft Office Suite; ensures proper filing; monitors and orders office and other related supplies.
- Screens calls and visitors; 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.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Assists in the recruitment, training, and coordination of Volunteer Disaster Service Workers.
- This position will require evening and weekend hours.
- Other related duties as required.

Qualifications

Training and experience that would provide the required abilities includes the equivalent to the completion of twelfth (12th) grade and two (2) years of recent journey level clerical experience with increased responsibility in an office environment involving customer service and contact with the public. Must be proficient in Microsoft Office Suite. Prior experience working with a volunteer program and public speaking/presentation skills are highly desirable.

Requires the completion of a variety of CERT training courses within six months of hire.

Selection Process

A completed Town employment application is required. Recruitment will close once 25 qualified applications are received or on November 16, 2017, 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.