



Town of
Apple Valley

EMPLOYMENT OPPORTUNITY

Office Assistant (HR)

Salary: \$14.72 - \$20.79 Hourly
Job Type: Part-time
Department: Human Resources Department
Benefits: No Benefits

The Position

Under direct or general supervision, provides a variety of office support activities to various City departments, which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, processing of 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 related to assigned area of responsibility.
- 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.
- 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.
- 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

Equivalent to the completion of twelfth (12th) grade and One (1) year of varied clerical support experience (Human Resources experience desirable).

Required: To be considered for the position (1) you must complete and attach the Supplemental Questionnaire to your application; (2) proof of valid California Class C driver's license is required at time of employment offer.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment, on **Friday, January 18, 2019, at 4:30 p.m.** Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status 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.