



EMPLOYMENT OPPORTUNITY

Administrative Assistant

Salary: \$21.30 - \$30.11 Hourly
Job Type: Full-Time
Department: Human Resources
Benefits: Benefits Eligible
Position pending budget approval

The Position

Under general supervision, the Administrative Assistant provides varied office administrative, secretarial, and clerical support to the Human Resources Manager.

Job Functions

- Screens calls, visitors, and mail; responds to complaints and requests for information; enters and tracks public calls into appropriate computer databases; directs callers to appropriate Town staff via switchboard; assists public at front counter and directs public to appropriate locations/staff.
- Performs a wide variety of general clerical duties to support Human Resources operations including filing, , daily, weekly, and monthly reports, processes invoices, petty cash reimbursements, and orders and maintains office and other related supplies.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- 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.
- Processes and provides information regarding contracts and insurance documents.
- Schedules and coordinates activities within the Human Resources Department.
- 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; makes or suggest corrections to drafts.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; receives, codes, logs, schedules, and distributes service requests and work orders.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and central files.
- Attends meetings, conferences, workshops, and training sessions, as necessary; reviews publications and materials to remain current on principles, practices, and new developments in assigned work area.
- May coordinate special projects that vary depending on department to which assigned.
- Performs related duties as required or assigned.

Qualifications

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

Required: High school diploma or GED equivalent AND two (2) years of clerical support experience; OR an equivalent combination of education, training, and experience. Prior experience in a municipal setting is highly desired.

License:

- Valid California class C driver's license with satisfactory driving record.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Friday, June 17th, 2022, at 4:30pm, or once 20 qualified applications are received, whichever occurs first.** Application package is available at Town of Apple Valley, 14975 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 Attn: Human Resources. 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.