



EMPLOYMENT OPPORTUNITY

Senior Administrative Assistant
--

Salary: \$24.71 - \$34.92 Hourly**Job Type:** Full-Time**Department:** Innovation & Technology**Benefits:** Benefits Eligible***Position pending budget approval*****The Position**

Under general supervision, the Senior Administrative Assistant provides varied complex, responsible, and confidential office administrative, secretarial, and clerical support to the Innovation and Technology Officer; performs related work as required.

Job Functions

- Plans, organizes, and executes administrative assignments and special projects related to assigned area of responsibility.
- Screens calls, visitors, emails and regular 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 the public and staff; directs callers to appropriate Town staff; maintain appointments and calendars, conferences and functions, including making travel arrangements.
- Performs personnel functions within the department, including preparing and maintaining personnel records related to files, leave and timesheet processing.
- Coordinates the completion of one or more departmental processes with little to no supervision, including contract administration, software license and support tracking.
- Prepares purchase order requisitions and obtains quotes for specialized supplies and equipment; distributes supplies as needed; processes bills and invoices for payment; tracks and logs department expenditures and related financial documents; assists with budget preparation, planning, and implementation; reconciles accounts to expenditure reports.
- Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, reports, letters, and memoranda; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.
- Researches, collecting and compiling data, and analyzes information; prepares specialized analytical reports relating to departmental operation.
- Addresses concerns, inquiries, and complaints from public and staff, and takes appropriate action to ensure an expedient and satisfactory resolution.
- Develops, 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.
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required.
- 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.
- Receives, codes, logs, schedules, and distributes service requests and work orders.
- 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 three (3) years of administrative support experience; OR an equivalent combination of education, training, and experience. Knowledge of technology terminology, proficiency in Microsoft Office, and familiarity with research techniques is highly desired.

License:

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

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 **Thursday, June 23rd, 2022, at 5:30pm, or once 25 qualified applications have been 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.