



EMPLOYMENT OPPORTUNITY

Office Assistant

Salary: \$16.24 - \$22.95 Hourly
Job Type: Part-Time
Department: Development Services
Benefits: No Benefits

The Position

Under direct or general supervision, provides a variety of office support activities to various Town 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.
- 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.
- 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

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: Equivalent to the completion of the twelfth (12th) grade, and one (1) year of varied clerical support experience, preferably involving some public contact. Excellent customer service, and experience working in a team/office environment is highly desired.

License:

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

Selection Process

A completed Town employment application is required by the close of recruitment. **This position will remain open until filled.** 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.