



EMPLOYMENT OPPORTUNITY

Senior Administrative Assistant

Salary: \$25.33 - \$35.78 Hourly

Job Type: Full-Time

Department: Innovation & Technology

Benefits: Benefits Eligible

The Position

Under general supervision, the Senior Administrative Assistant provides varied office administrative, secretarial and, general clerical assistance for the implementation and monitoring of specific departmental and divisional programs.

Job Functions

- Plans, organizes, and executes administrative assignments and special projects related to assigned area of responsibility; assists with budget preparation, planning, and implementation; reconciles accounts to expenditure reports; completes invoice coding; tracks and logs invoices and prepares purchase order requisitions.
- Prepares, submits, and receives all claims and requisitions; obtains quotes for specialized supplies and equipment; distributes supplies as needed.
- Researches, compiles, and analyzes information; prepares specialized analytical reports relating to a core function of a departmental operation.
- Addresses concerns, inquiries, and complaints from the general public 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.
- Performs personnel functions within the department, including preparing and maintaining personnel records related to files.
- Coordinates the completion of one or more departmental processes with little to no supervision; may include contract administration, applications, licenses, insurance documents, and permits.
- 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.
- 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; directs callers to appropriate Town staff.
- Composes, types, transcribes, researches, formats, and proofreads a wide variety of correspondence, minutes, 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.

- 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:

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, and proficiency in Microsoft Excel, Outlook, and Word is preferred. Familiarity with research and data collection techniques, and previous experience working in a municipal setting is also 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 on **Wednesday, May 29th, 2024, at 5:30 pm, or once 20 qualified applications are received, whichever occurs first.** An application package is available at the 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 based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.