



SALTON COMMUNITY SERVICES DISTRICT

Class Specification

Administrative Assistant

DEFINITION

Under general supervision of the General Manager, Finance Director, Operations Manager, and Board Secretary to perform a variety of general clerical and reception work in support of the organization; to provide word processing and data entry support; and to provide general information and assistance to staff and the public, and perform other duties as required.

SUPERVISION EXERCISED

- Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Serve as receptionist and provide information and forms to staff and the public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records and files; collect and account for monies; experience in a public sector agency is desirable.
- Perform a wide variety of general clerical work including processing agendas, maintaining records, verifying accuracy of information, recording information and archiving information.
- Prepare and assist with Monthly Reports for General Manager.
- Compile information and data for agendas, reports; check and tabulate data.
- Support General Manager, Chief Finance Officer, Operations Manager, and Board Secretary as needed.
- Type, proofread and word process a variety of documents including general correspondence, agendas, reports, minutes and memoranda.
- Assist in the development of forms, worksheets, and record keeping systems.
- Receive calls and visitors; respond to general complaints and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls, take messages as appropriate, process agenda items according

to direction given by the General Manager and monitor calendar(s) of the General Manager as needed.

- Receive, open, review, sort, date stamp, and distribute office mail; review correspondence directed to assigned staff; prepare written responses as directed and needed.
- Monitor special projects, assignments, and activities for assigned unit(s), program(s) or department(s).
- Operate modern office machines and equipment including computers, printers, copiers, facsimile, and calculators; routinely use full range of word processing and spreadsheet computer software applications.
- Assist in office maintenance; order supplies.

OTHER JOB RELATED DUTIES

- Perform related duties and responsibilities as assigned.

CONFLICTS AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Board member or the SCSD that may reflect a conflict of interest. The Administrative Assistant is to adhere to all applicable Conflict of Interest laws.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English & Spanish usage, spelling, vocabulary, grammar and punctuation.
- Standard office procedures, methods and computer equipment.
- Principles and procedures of record keeping.
- Basic word processing methods, techniques and programs.
- Basic mathematical principles.
- Numerical, alphabetical, and subject matter filing systems.
- Safe driving principles and practices.

Skill to:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to:

- Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Learn the procedures and functions of assigned position.
- Work under supervision within a well-defined framework of standard policies and procedures.
- Perform general clerical work including maintaining appropriate files and compiling information for reports.
- Respond to routine questions from the public and District personnel regarding policies and procedures for assigned area.
- Perform mathematical computations quickly and accurately.

- Plan and organize work to meet schedules and timelines.
- Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

- Two years of secretary/clerical/accounting experience preferably in a governmental agency.

License or Certificate:

- Possession of an appropriate and valid driver's license.