



Closing Date: Wednesday, July 28, 2021 at 5:00 PM

OFFICE ASSISTANT

Definition

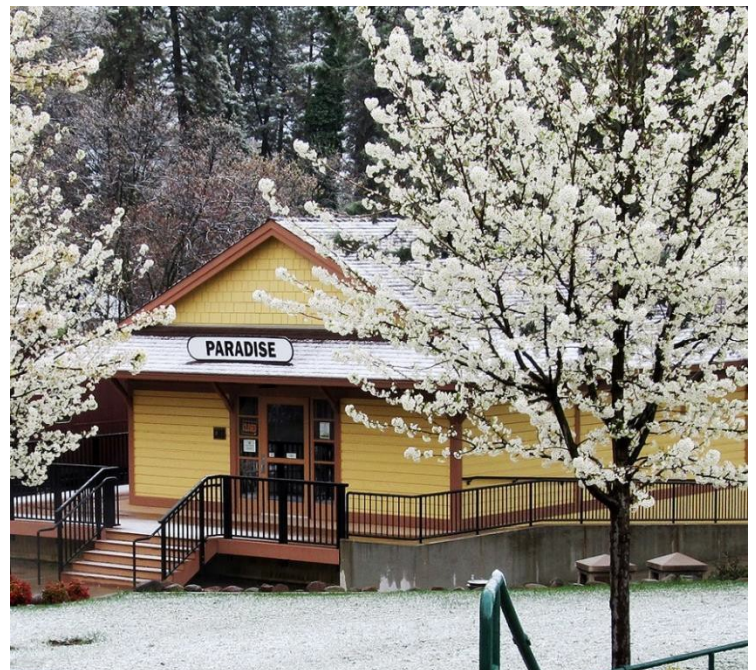
Under general supervision, provides routine office support activities to an assigned department, including word processing, data entry and organization, telephone and counter reception, scheduling, maintaining records, and filing; creates routine forms, memoranda, correspondence, and/or reports; performs routine operation of equipment; provides information and assistance to staff and the general public; and performs related duties, as assigned. A copy of the full job description can be found at www.townofparadise.com.

About the Responsibilities

Specific responsibilities of this position include but are not limited to:

- Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; 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; directs callers to appropriate City staff as necessary.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Performs a variety of routine clerical duties including opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Organizes, maintains, and updates departmental record systems using database software; enters and updates information with departmental activity, files, and report summaries; prepares documents for imaging; organizes and maintains various administrative, reference, imaging, and follow-up files.

- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- Maintains, organizes, and cleans office, conference rooms, and supply room.
- Assists with special projects and events as required.
- Performs other related duties as assigned.



The Ideal Candidate

Knowledge of:

- Departmental practices and procedures and applicable City policies.
- Clerical practices and procedures.
- Business letter writing and the standard format for typed materials.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Education & Experience:

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

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience performing clerical work in an office environment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

The Salary for the Office Assistant is:

\$18.76 to \$23.95 hourly

or

**\$39,020 to \$49,816 annually
based on a 40-hour work week**

Benefits

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- PERS Miscellaneous retirement plan (2% @60 for classic members, 2% @62 new members)
- Sick leave 8 hrs./mo.
- Vacation Leave 0-4 yrs. – 80 hrs.
5-9 yrs. – 120 hrs.
10+ yrs. – 200 hrs.
- Bereavement Leave up to 3 days each leave
- Holidays 12 days/yr.
- Floating Holidays 28 hrs./yr.
- Longevity Pay
- Medical Plan* PERS medical plan**
- Dental Plan* Met Life Dental Plan
- Vision Plan* Superior Vision Plan
- *Employees pay a portion of premium for coverage
- **Deferred Comp in lieu of medical is an option
- Short Term Disability Insurance Plan
- Long Term Disability Insurance Plan
- Life Insurance \$100,000 (for full-time and prorated thereof by standard hours for P/T).
- Deferred Comp (457) Avail. for EE Contribution
- No Social Security participation
- Gym Membership Reimbursement Benefit
- Retiree medical in accordance with PERS contract

Important Application Information

- For a complete job description please visit www.townofparadise.com
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by **Wednesday July 28, 2021 @ 5:00 p.m.**
- Town of Paradise – Human Resources Department
Attn: Office Assistant
5555 Skyway
Paradise, CA 95969
- Application packets must include the following:
 - [Employment Application Form](#)
 - Resume and Cover Letter

Final Filing Date

5:00 p.m. on Wednesday, July 28, 2021!

Postmarks will not be accepted as proof of filing date

Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer