



ADMINISTRATIVE ASSISTANT

Definition

Under general supervision, performs a variety of complex administrative and office support duties of considerable complexity requiring thorough knowledge of assigned department, its procedures, and operational details; provides information to the public and staff; 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:

- Prepares and processes various documents requiring knowledge of assigned department's programs/projects, operations, and services and the ability to explain, interpret, and apply federal, state, and local laws, rules, regulations, codes, ordinances, and Town policies and procedures relevant to assigned area of responsibility.
- 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 the public; directs callers to appropriate Town staff; assists the public and directs the public to appropriate locations/staff.
- Serves as the point of contact for assigned department; receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; ensures compliance with legal and regulatory requirements.
- Performs various accounting support work such as monitoring budgets, purchase order, and account balances; determining and calculating required fees; processing, reconciling, and verifying cash and monies expended and received; processing and auditing reimbursements, payment vouchers, check requests, and invoices; generating purchase orders; and allocating general ledger codes in accordance with Town policies and procedures.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental policies and procedures in determining completeness of applications, records, and files.
- Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and reports.
- Researches, summarizes, and interprets data from various sources and prepares a variety of statistical and narrative reports according to established procedures and practices; may submit reports to various local, state, and federal regulatory agencies.
- Serves as recording secretary and provides staff support for assigned boards, committees, and commissions including preparing, posting, and distributing public hearing notices, agendas, and informational packets, preparing staff reports, coordinating meeting logistics and room set-up, attending meetings, taking and transcribing minutes, and processing action items; prepares and posts public and legal noticing related to board, committee, and commission actions.
- Performs a variety of office support duties such as scheduling and coordinating meetings, conferences, and trainings; coordinating travel arrangements; opening and routing mail; and ordering and maintaining equipment, office supplies, and other related supplies.
- Maintains department personnel files, including processing personnel action forms and sensitive/confidential personnel issues, preparing supervisor generated performance evaluation forms, processing accident/incident/workers' compensation claim forms, filing pertinent documents, maintaining files in a secure location, and providing information to supervisors and managers.

The Ideal Candidate

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned department.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
- Research and summarize information; prepare clear and concise reports, correspondence, procedures, and other written materials.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

Department Specific Abilities:

- Administering Economic Development programs with businesses from advertisement and marketing to enrollment and ongoing administration.
- Support general communication and marketing efforts, working with our communications consultant on social media support, website support, tabling and other outreach activities.

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 completion of the twelfth (12th) grade and two (2) years of increasingly responsible clerical experience. Some college courses preferred.

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 Pay Rate for the Administrative Assistant is:

\$21.54 to \$27.50 hourly

\$44,803 to \$57,200 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. Benefits for this position are prorated on the normal forty-hour work week benefits rates. 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

Information

- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by, **Thursday, April 6, 2023 @ 5:00 p.m.**
- Town of Paradise – Human Resources Department
Attn: Administrative 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 Thursday, April 6, 2023

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