



PART-TIME ADMINISTRATIVE ASSISTANT (Confidential)

Administrative Assistant P/T
(\$31.55 – 44.16/hr)

Definition

Under limited supervision, performs a variety of bookkeeping, purchasing, clerical and records management duties, including confidential clerical duties; creates and maintains specialized reports, records and files; creates and edits technical documents ranging from general correspondence to technical reports and spreadsheets; maintains databases; interacts with internal and external customers; and performs related duties as assigned.

Distinguishing Characteristics

Administrative Assistant is the part-time entry level class in the Administrative Assistant series. Initially under close supervision, incumbents perform the more routine job duties while learning specific duties, District policies and procedures and becoming familiar with a variety of departmental systems and practices. As experience is gained, duties become more skilled and are performed under more general supervision.

Examples of Duties

- Answers and directs telephone calls.
- Greets customers and vendors at District office.
- Enters work order requests into computerized operations work order system.
- Prepares Accounts Receivables and Bank Reconciliations.
- Prepares Accounts Payable invoices and checks for approval and signature(s).
- Summarizes timesheets in accordance with Personnel Policy Manual.
- Provides backup payroll processing assistance.
- Prepares and reports benefits information to appropriate vendors.
- Makes bank deposits.
- Types letters and documents.
- Purchases office supplies and monitors office supply levels.
- Coordinates with Superintendent and field staff regarding tasks related to the field and retail/wholesale operations (ie, meter reads, work orders, emergencies).
- Responsible for all other duties as assigned.

Ability To:

- Perform work assignments thoroughly and with little error after a period of training.
- Type accurately, minimum of 50 words per minute.

- Operate a ten-key adding machine by touch.
- Deal tactfully and courteously with the public.
- Plan and organize work tasks effectively and efficiently.
- Establish and maintain effective relationships with those contacted in the course of work.
- Understand, follow and carry-out oral and written instructions.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Sit or stand for extended periods
- Bend over periodically and lift (using safe lifting techniques) up to 20 lbs.
- Hearing and vision within normal ranges.

Special Requirements

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record must be maintained so as to not contribute to an increase in the District's automobile insurance rates.

Knowledge of:

- Windows Operating Systems (8 or 10), Microsoft Office (including Word, Excel, PowerPoint)
- General computer operations
- General office procedures and equipment
- District policies and procedures related to customer services and customer relations.
- Proper work safety standards.

Education and Experience

High school graduation or equivalent.

For the entry level Part-Time Administrative Assistant position, at least 3 years' experience as a bookkeeper, administrative assistant/analyst and/or any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying.