



EMPLOYMENT OPPORTUNITY

City of Visalia

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT*/ SENIOR ADMINISTRATIVE ASSISTANT** (DOQ) OPEN

Final Filing Date: Monday, August 4, 2014, 5:00pm

**Monthly Salary: *\$3,234-\$4,066
\$3,400-\$4,274

The City of Visalia is recruiting for the position of Administrative Assistant/Senior Administrative Assistant to work in the Transit Division. This position will be responsible for ADA program coordination, journal entry preparation, tracking revenue and sales, filing quarterly/annual state and federal fuel taxes and rebates, and purchasing and tracking fuel use.

EXAMPLES OF JOB DUTIES:

- Provides a high level of clerical and administrative support to the Department Head and assigned Managers;
- Conducts research and gathers data for special projects;
- Initiates and maintains a variety of files and records of information such as payroll and personnel documents;
- Reviews, logs, determines priority of and routes correspondence; monitors items for follow-up;
- Composes correspondence and written reports and prepares correspondence on behalf of supervisor;
- Takes minutes and transcribes dictation from rough drafts, notes or Dictaphone recordings;
- Reviews and analyzes current office systems and develops new office systems and procedures;
- Operates computer, utilizing a variety of software programs to produce complex and varied staff reports and official City documents;
- Orders and maintains inventory of office supplies and determines equipment needs;
- Makes appointments and arranges conferences and meetings; prepares material needed for meetings;
- Relieves supervisor of routine personnel, budget, payroll and purchasing duties;
- Recognizes and maintains confidential information, documents and materials;
- Gathers, organizes, reviews, analyzes, compiles and prepares information for reports;
- Provides secretarial services and administrative support to Boards, Committees or Commissions;
- Maintains and prepares manuals and updates resource materials;
- Supervises, evaluates and trains subordinate clerical personnel;
- Responds to requests for information from the public when judgment, knowledge and interpretation of departmental procedures are necessary;
- Coordinates departmental special projects as assigned; performs related duties as required.

EDUCATION/TRAINING/EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the knowledge, skill, and abilities would be:

***Administrative Assistant**

- Three years of increasingly responsible secretarial and clerical experience;
- Specialized secretarial training and educational courses.

****Senior Administrative Assistant**

- Four years increasingly responsible and high level administrative, secretarial, and clerical experience with some supervisory experience;
- Specialized secretarial training and educational courses.

SPECIAL REQUIREMENTS:

- Possession of a valid California Class C Driver's License by time of appointment;
- Type accurately at a rate of 55 corrected words per minute.

*A typing certificate dated within one year of the application date **MUST** be submitted with your application verifying a typing speed of at least 55 CWPM.*

MAIN FACTORS TO BE CONSIDERED (Knowledge of/ Skill in/ Ability to):

- English usage, grammar, spelling and punctuation;
- Record keeping principles and procedure;
- Modern office procedures, including computer applications; report preparation; research methods;
- Communication with co-workers and public; type accurately at a rate of 55 words per minute;
- Analyze situations and take appropriate action;
- Exercise independent judgment and decision making skills;
- Report/Research preparation and methods; interpret and apply administrative and department policies, rules and regulations;
- Transcribe information accurately from draft notes and Dictaphone; prepare reports and correspondence;
- Deal effectively with co-workers, customers and the public;
- Supervise, evaluate and train assigned staff;
- Develop and maintain effective working relationships;
- Perform basic math functions including addition, subtraction, multiplication and division;
- Speak tactfully and effectively with the public and co-workers; communicate effectively in written and oral form;
- Operate standard office equipment, including a computer utilizing a variety of software;
- Work independently, meet deadlines and prioritize work.

SELECTION PROCESS:

Application and supplemental materials will be evaluated and applicants who appear to be most qualified will be invited to participate in a job related interview and/or examination process. Successful candidates may be required to pass a background investigation, physical examination, and drug screen. **APPLY ONLINE** by visiting the City's website www.ci.visalia.ca.us and clicking on "City Job & Salaries."

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VISIT OUR WEBSITE AT: WWW.CI.VISALIA.CA.US