

**Town of Yucca Valley
Job Announcement**

**ADMINISTRATIVE ASSISTANT I
OR
ADMINISTRATIVE ASSISTANT II
Community Development – Code Compliance**

Salary: Administrative Assistant I - \$15.76 - \$22.82/hour
Administrative Assistant II - \$18.27 - \$26.46/hour

Benefits: Full-time, benefitted position (Pending Town Council review/approval in January 2017)

Filing Date: Closes Thursday, December 15, 2016 at 5:00 P.M.

The Position: This position works under general supervision; delivers exceptional customer service; provides detailed information and assistance to the public; answers and directs calls; and performs routine clerical duties including typing, data entry, filing, and related duties as assigned. This list of duties and responsibilities is illustrative only, and not a comprehensive listing of all functions and tasks performed.

Qualifications:

Knowledge and Abilities

Possess a thorough working knowledge of general office methods, practices and procedures. Skill in communicating clearly and concisely verbally and in writing; the operation of a wide variety of office equipment; and computer skills including Microsoft Office software. Ability to learn custom software program(s); understand and follow verbal and written instructions; and courteously and effectively receive the public and respond to inquiries in person or over the phone.

Minimum Requirements: Educational and experience requirements include graduation from high school, or equivalent, and one to two years clerical work experience; possession of, and ability to maintain valid California drivers' license. Must be able to pass a post-offer criminal background check, drug and tuberculosis screening.

EOE/ADA

Please note that due to the holiday break (December 23rd through January 3rd), the review and interview process will not occur until mid to late January. Thank you and Happy Holidays!