

# **Town of Yucca Valley**

## **Job Announcement**

### **Administrative Assistant II**

#### **Animal Shelter**

**Salary:** \$18.09 - \$26.20 per hour

**Benefitted:** Yes

**Closing Date:** Thursday, July 14, 2016 at 5:00pm

**The Position:** Under direction of the supervisor, this position performs a variety of complex administrative and clerical duties involved in the support of the Animal Shelter and Animal Control; and to provide general information and assistance to the public.

#### **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; performing mathematical computations quickly and accurately; the operation of a wide variety of office equipment; computer skills including Microsoft Office software, spreadsheets, and database entry. Ability to learn custom software program(s); understand and follow verbal and written instructions; make correct change and maintain accurate records; courteously and effectively receive the public and respond to inquiries in person or over the phone; and establish and maintain cooperative working relationships, experience with cash handling, dispatching and transcribing meetings. Successful candidate must possess superior customer service skills.

#### **Education and/or Experience:**

High School Diploma or equivalent education; two (2) to three (3) years of progressive administrative or clerical experience in a fast paced environment.

**EOE/ADA**