

# Town of Yucca Valley

## Job Announcement

### ADMINISTRATIVE ASSISTANT II

#### Community Development/Public Works Department

**Salary:** \$18.0487 - \$26.1399 per hour – Administrative Assistant II

**Benefitted:** Administrative Assistant II – Full Time benefitted position

**Closing Date:** Tuesday, February 2, 2016

**The Position – Administrative Assistant II:** Performs a variety of complex administrative and clerical duties involved in the support of a Town department; and to provide general information and assistance to the public.

#### **Qualifications:**

##### **Knowledge**

The desired candidate will have knowledge of office management principles; modern office procedures, methods, and equipment including computer equipment, work processing methods, techniques, and programs; principles of business letter writing, record keeping skills, public relations techniques, and English usage, spelling, vocabulary, grammar and punctuation. Principles and practices of fiscal, statistical, and administrative data collection and report preparation; policies and procedures of assigned department; Town and department financial record keeping and budget processes and procedures; and pertinent Federal, State, and local law, codes, and regulations.

##### **Abilities**

Ability to communicate concisely, both verbally and in writing is essential. Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative. Plus understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities analyze situations carefully and adopt effective courses of action, and independently prepare correspondence and memoranda, respond to requests and inquiries from the general public; and maintain effective relationships with internal and external customers.

**Minimum Experience and Requirements: Administrative Assistant II** – Two (2) to Three (3) years of clerical or administrative assistant experience and a typing speed of 60 wpm. Requires the equivalent to a high school diploma and the ability to maintain a Class C California driver's license and a satisfactory driving record.

**EOE/ADA**