

**Town of Yucca Valley
Job Announcement**

**ADMINISTRATIVE ASSISTANT I
Community Development**

- Salary:** \$15.76 - \$22.82/hour
- Benefits:** Part-time, non-benefitted.
- Schedule:** 7:30am to 12:30pm, Monday through Thursday
- Filing Date:** **Closes Thursday, June 16, 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