

Town of Yucca Valley

Job Announcement

Administrative Assistant II

Animal Shelter

Salary: \$15.60 - \$22.59 per hour **Administrative Assistant I**
 \$18.09 - \$26.20 per hour **Administrative Assistant II**

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:

Administrative Assistant I - High School Diploma or equivalent education and at least one (1) year of administrative or clerical experience.

Administrative Assistant II – High School Diploma or equivalent education and at least two (2) to three (3) years of progressive administrative or clerical experience in a fast paced environment.

Possession of or ability to obtain a Class C California Driver's License and a satisfactory driving record.

EOE/ADA