



Job Announcement

ADMINISTRATIVE ASSISTANT I

The successful candidate for this position will join the progressive and team oriented staff of the City of Highland. The main functions of this position are to perform a wide variety of general clerical duties as required and assigned.

Located north of Redlands, Highland is nestled in the San Bernardino foothills and is the gateway to Big Bear Lake where recreational opportunities abound and home for the East Highlands Ranch planned community. Highland is able to maintain a small town atmosphere while in the midst of the rapidly growing Inland Empire where many cultural activities are available. The current population is 54,377.

Experience and Education:

This is a combination entry-journey level in the clerical support series including but not limited to the following:

1. Greet the public politely in-person and over the telephone; respond to routine queries concerning procedures and directions and refer to appropriate source(s); take and deliver messages. Operate a telephone reception station and route calls to the appropriate office.
2. Assist the public in understanding and filling out forms and locating appropriate information and materials.
3. Receive, open, date stamp, screen and distribute incoming mail; and process outgoing mail.
4. File and maintain a variety of records, forms and correspondence in alphabetical, numerical, chronological or other predetermined classification.
5. Prepare and process routine forms, records and reports involving the use of simple coding and math; gather standard information and verify its accuracy and completeness; and obtain appropriate signatures.
6. Prepare routine correspondence, forms, reports and statistical charts using word processing software that is similar to the Microsoft Office suite of software such as Microsoft Word, Excel, Access and Power Point.
7. Perform routine clerical and logistical support tasks in preparation for meetings involving activities such as: arrange and schedule meetings; prepare and post agendas; assemble packet materials; deliver and pick-up documents; send agenda materials to subscribers.
8. Keep routine records of financial and budget transactions.
9. Operate a photocopy machine; makes copies; act as the "key operator," correct minor malfunctions and make calls for major repairs.

10. Operate a variety of routine office equipment in the performance of routine tasks.
11. Issue permits and licenses; receive and record payments and issue receipts.
12. Maintain routine bookkeeping, financial, and/or cost records.
13. Order and issue office supplies.
14. Perform directly related duties as deemed necessary and/or assigned.

Experience: Any combination of experience and training that provides the required knowledge, skills and abilities is qualifying.

Training: Equivalent to completion of twelfth grade preferable supplemented by college level course work in business principles and practices

License or Certificate: Possession of or ability to obtain a valid Class C California Driver's License

Salary Range: \$3,069-\$3,731 per month

Work Schedule: 9/80 Work Schedule

Cafeteria Plan: \$1,200 per month toward health/dental/vision insurance premiums

Vacation/Sick Leave: 80 Hours of accrued Vacation within first year, up to a max of 160 hours; 8 Hours per month of Sick Leave with a maximum of 1250 Hours

Holidays: 24 Hours of Floating Holiday per year; 9 paid City Holidays

Retirement:

Retirement benefits are provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. Appointees will be fingerprinted and required to pass a background investigation. A DMV background check will also be performed.

Required application can be obtained at City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

Applications will be accepted until the first 100 applications are received

AN EQUAL OPPORTUNITY EMPLOYER