



CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT

155 Mason Circle
Concord, CA 94520
(925) 685-9301
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www.contracostamosquito.com

Job Title: Administrative Assistant

Department: Administration

FLSA Employment Status: Non-exempt

Salary Range: \$4000 - \$5050

GENERAL FUNCTION

Under the supervision of the Assistant Manager performs a variety of clerical and administrative tasks of moderate difficulty; answers phones; inputs data and creates documents using: databases, word processing, spreadsheets, and proprietary software; completes other tasks as required. Frequent contact with the public in person, through e-mail, and on the phone.

DISTINGUISHING CHARACTERISTICS

Incumbents work without close supervision and within a framework of established procedures. This position is expected to perform a variety of clerical and administrative duties with only occasional instruction or assistance. Typing, word processing, and data input skills are essential. Satisfactory work performance requires the knowledge of specific laws, rules, and policies related to the operation of the District. May assist with accounting, payroll and benefit processing, and associated records maintenance.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Assist the public in person or on the phone by referring them to sources of information, taking service requests, and answering requests for factual information by consulting various available sources.
2. Screen calls from the public to determine whether the problem is vector related. May perform clerical duties directly for an administrative or supervisory employee.
3. Accurately input data from various sources into several software programs.
4. Type letters, reports, and other finished copy from rough drafts, marginal notes, and general instructions; assemble information from various sources; arrange material into proper format; correct grammar, punctuation, and spelling; and proofread finished copy.
5. Insert and extract materials from subject matter files, classify material by nature of subject matter, and prepare new file folders as needed.
6. Attend, coordinate and take minutes for board, staff, operational and safety meetings.
7. Coordinate with supervisory and field personnel on same day service request needs.
8. Maintain library index, closed file index and Safety Data Sheet binders.

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QUALIFICATION GUIDELINES

Knowledge of:

- modern office practices, procedures and equipment
- business English, grammar, spelling, and arithmetic
- computer applications related to the work
- preparing correspondence, filing and reports

Ability to:

- communicate effectively, both in speech and writing
- work independently
- effectively problem solve
- make, answer, and direct phone calls
- take and distribute messages
- organize and schedule appointments
- organize and coordinate meetings
- handle inquiries and incoming work requests
- review files and records to answer requests for information
- check, create and distribute documents and correspondence
- receive, sort and distribute incoming mail
- maintain filing systems
- compile records of office activities
- photocopy, scan and fax documents
- send and retrieve emails
- prepare and send outgoing mail and packages
- type documents and correspondence
- enter and proofread data
- update and maintain databases
- create spreadsheets, charts and documents
- coordinate work flow
- keep office and supply areas neat and organized
- attend semi-monthly evening board of trustee meetings to take minutes to be transcribed

Education/Training/Experience

Candidate must demonstrate through a combination of training and experience that they possess the required knowledge and are able to perform the required work. A person with the following combined training and experience would typically qualify to compete in a selection process:

Education: Graduation from high school or equivalent, or attainment of a satisfactory score on a GED test; Associate's Degree from an accredited college or university is preferred.

Experience: Three (3) years of responsible clerical, administrative or reception duties.

Licenses/ Certifications: Must have a valid California State Class C driver's license and maintain a good driving record, as required to be insurable with our self-insurance (VCJPA), using the accepted guidelines of the insurance provider.

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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- mobility of arms to reach and dexterity of hands to grasp
- ability to sit for long periods of time

Mental:

- ability to comprehend, reason, and analyze office situations
- ability to communicate information effectively, verbally and in writing
- ability to, on occasion, deal with angry, rude and belligerent individuals

The position works under typical office conditions and the noise level is frequently quiet.

Specifications Approved by: Board of Trustees on July 11, 2016

Employment Conditions:

Fair Labor Standards Act Overtime: Non-Exempt, receives overtime compensation

Appointment and Removal Authority: General Manager