

# EMPLOYMENT OPPORTUNITY

The City of Lemoore is seeking qualified applicants for the position of:

## ADMINISTRATIVE ASSISTANT II

**\$1,501-\$1,915/BI-WEEKLY**

**Deadline:** Monday, February 26, 2018, 4:00 pm.

*-Current opening in the Fire Department-*

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years of increasingly responsible secretarial experience.

**Training:** Equivalent to the completion of the twelfth grade.

**Selection Process:**

Applications and supplemental questions received by the filing date will be reviewed for accuracy, completeness and job related qualifications. Persons whose applications clearly demonstrate they meet the requirements may be invited to participate in the selection process—which may be any combination of written, oral and/or performance exams.

*A City of Lemoore Employment Application and Supplemental Questionnaire must be submitted to be considered for the position.*

Application materials and Supplemental Questionnaire are available at:  
**www.lemoore.com** or **Human Resources Department,**  
**City of Lemoore,** 711 W. Cinnamon Drive  
Lemoore, CA 93245;  
(559) 924-6700.  
*Equal Opportunity Employer*



**ADMINISTRATIVE ASSISTANT II (CONFIDENTIAL)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a wide variety of responsible and confidential clerical, administrative, programmatic, and secretarial work in support of an assigned department; to type and proofread a variety of documents and correspondence; to provide information and assistance to the public regarding department policies and procedures; and to provide confidential secretarial and administrative support to the assigned department head.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned department head.

Exercises no supervision.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Perform confidential duties as assigned.
2. Perform a wide variety of responsible and confidential clerical, administrative, programmatic, and secretarial work in support of assigned department and management staff.
3. Prepare, type, word process and proofread a variety of documents including general correspondence, agendas, reports, memoranda, lists, promotional flyers and resolutions from rough draft or verbal instruction.
4. Answer the telephone; screen and route calls to appropriate personnel; provide information on departmental and City policies and procedures as required.
5. Screen visitors and assist the public at the front counter; respond to complaints or inquires; refer to appropriate staff.
6. Receive payments and issue receipts for a variety of City documents and departmental programs and services; maintain accurate records; forward fees to finance department.
7. Perform a wide variety of general clerical work including the maintenance of accurate and detailed files, logs, manuals and records; verify accuracy of information; research files for staff.
8. Maintain department calendars for assigned department head; schedule meetings and notify department head of deadlines; coordinate and process staff training and travel arrangements.
9. Prepare a variety of reports as assigned; gather necessary information; provide City employees and general public with reported information as appropriate.
10. Operate office equipment including copiers, facsimile machines and computers; input and retrieve data and text; organize and maintain disk storage and filing.

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Administrative Assistant II (Confidential) (*Continued*)

11. Attend assigned meetings; take and transcribe notes and minutes.
12. Order supplies for department; prepare purchase requests; prepare warrant requests and code and scan invoices.
13. Distribute, collect, and verify department timesheets; calculate and log hours; submit approved timesheets to payroll.
14. Receive, sort, and distribute incoming and outgoing mail and correspondence.
15. Monitor and verify credit card statements; code and reconcile charges.
16. Assist with preparation and monitoring of departmental budget; gather and input information; maintain record of expenditures.
17. Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic business letter writing and basic report preparation techniques.  
Modern office procedures, methods and computer equipment.  
Principles and procedures of record keeping.  
Basic bookkeeping principles and practices.  
Methods and techniques of proper phone etiquette.  
Methods and techniques of public relations.  
English usage, spelling, grammar and punctuation.  
Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

Perform responsible administrative clerical and secretarial work using independent judgment.  
Learn, interpret, and apply administrative and departmental policies and procedures.  
Work cooperatively with other departments, City officials, and outside agencies.  
Type or word process at a speed necessary for successful job performance.  
Independently prepare correspondence and memoranda.  
Take and prepare accurate minutes.  
Research, compile, and interpret data.  
Prepare a variety of clear and concise administrative and financial reports.  
Operate a variety of office machines including a computer.  
Maintain tact and courtesy in high stress environments.  
Maintain a variety of records, reports and files.  
Respond to requests and inquiries from the general public.  
Understand and carry out oral and written directions.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**CITY OF LEMOORE**

Administrative Assistant II (Confidential) *(Continued)*

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible secretarial experience.

**Training:**

Equivalent to completion of the twelfth grade.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time.

# SUPPLEMENTAL QUESTIONNAIRE

## ADMINISTRATIVE ASSISTANT II

*The following questions are used to help determine qualifications and eligibility to continue in the recruitment process. All education and experience used to answer the supplemental questions below **must** be included on the education and work history portion of your application. Responses such as "see resume" or "see application" or brief general statements will be considered incomplete. Incomplete applications may be **rejected**.*

- 1. Describe your experience preparing and monitoring program or department budgets, including the systems used.**

- 2. Describe your experience maintaining detailed files, manuals and/or records.**

- 3. List all computer software programs you have experience utilizing.**