JOB DESCRIPTION

Coachella Valley Water District     Date: June 2014

TITLE: Administrative Assistant I

TITLE: Administrative Assistant II

SECTION: Secretary     DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: Board Secretary/Administrative Services Supervisor

Supervises the following positions: Not applicable

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant I is the entry-level for this class. Initially under direct supervision, incumbents learn to perform a variety of administrative duties for the Board Secretary/Administrative Services Supervisor, Executive Management, Board Members, and other District Employees.

Administrative Assistant II is the journey-level class in this series. Under limited supervision, incumbents are expected to perform the full range of assigned duties. This class differs from the lower-level class in the skill level required and the complexity of assigned projects based on knowledge of the District’s policies, procedures, and all related legal requirements. Assignments may vary, may encompass a variety of tasks, seldom require detailed instructions and require sound judgement and initiative.

ESSENTIAL FUNCTIONS:

1. Acts as the travel coordinator for the District. Makes all business/conference/seminar travel arrangements for board, staff, and other District employees.

2. Keeps a calendar for Board members and compile monthly expense reports for their review and approval.

3. Prepares rooms and refreshments for meetings.

4. Types or duplicates any items needed for board meetings.

5. Reviews documents for completeness, ensures Riverside County Recorder requirements are met, and then notarizes and sends the documents for recordation.

6. Trains new personnel on switchboard procedures.

7. Arranges and coordinates conference calls using District or outside company’s lines.

8. Train new personnel on shipping and mailing procedures and ensures proper procedures are followed.
ESSENTIAL FUNCTIONS (Cont.):

9. Schedules all requests for District facility use.

10. Schedules the use of District pool cars and refers all vehicle issues to the Automotive Shop for repair.

11. Maintains an accurate listing of important phone numbers for the District’s use.

12. Trains new personnel on typing procedures.

13. Assists in the opening and routing of all incoming mail.

14. Maintains logs and schedules for the Board and Administrative staff.

15. Ensures that the postage meter has the necessary money in it and that it is working properly.

16. May performs the duties of a Notary Public for the District.

17. Fills in for the Executive Secretary in her absence.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Commissioned as a Notary Public is desirable.

Experience: Training and experience that would provide the required knowledge and abilities. For the Administrative Assistant II level, a minimum of 10 years of extensive secretarial and administrative experience is required.

Knowledge of:
- Correct English usage, spelling, grammar, and punctuation.
- Modern office practices and procedures.
- Office machines and their operation, including typewriters, photocopy and computer work station.
- Microsoft Word.
- Microsoft Excel.
- The Brown Act and its requirements.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:  
- Perform word processing duties involving use of independent judgement and requiring accuracy and speed.  
- Learn, interpret, and apply procedures and policies.  
- Type at a speed of at least 50 words a minute from copy.  
- Follow oral and written directions.  
- Deal tactfully and courteously with customers and Board members.  
- Establish and maintain cooperative working relations with those contacted in the course of work.  
- Operate a computer work station.  
- Operate a variety of photocopying equipment.  
- Operate postage metering equipment.  
- Operate a switchboard.  
- Work overtime as required.

Education: High school diploma or equivalent. Any office related courses would be helpful.

PHYSICAL REQUIREMENTS:

Driving: Low.

Sit for prolonged periods of time operating a computer workstation.

See Human Resources for physical assessment form.