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DEPT: Administration	SUPERSEDES: 8/1/2004	NO:
TITLE: Administrative Assistant	PAGE: 1 Of 3	

OCCUPATION (CRAFT) SERIES

Occupation (Craft) Series

Administrative Assistant A \$21.11 - \$26.92

Administrative Assistant B \$17.35 - \$22.14

PRIMARY FUNCTION:

Under general supervision of the Controller, to perform a variety of clerical and administrative duties related to the operation and maintenance of a water system; perform Human Resources duties and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

To perform highly skilled and specialized duties of a complex nature; to administer confidential matters; to orientate, train and assist incumbents of lower level classifications; to plan work schedules, give individual assignments of work, and participate in the performance appraisal of others;

Administrative Assistant A: This is the senior level of the series. Incumbents are expected to perform highly skilled and specialized duties of a complex nature. Functions assigned may be technical requiring sufficient knowledge in which previous experience is expected to be a primary source. While both A and B Assistants have responsibility for orientation, training and assistance to incumbents of lower-level classifications, additional responsibilities at the senior level may include work planning, individual assignment of work, and participation in the performance appraisal of others.

Administrative Assistant B: This is the junior level of the series. Duties may be fairly standardized but require the exercise of independent judgment in interpretation and application of accepted practices and procedures or in modification of existing methods to complete assignments. Incumbents must possess sufficiently developed typing and clerical skills to handle all but the most complex matters.



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TYPICAL DUTIES:

- 1) Provide office administrative support for the District, including the Board of Directors;
- 2) Ensure compliance with the legal requirements on Bureau of Reclamation RRA forms and other applicable documents;
- 3) Establish and maintain filing systems;
- 4) Draft letters, memoranda and correspondence;
- 5) Coordinate and prioritize word processing and administrative activities with other administrative staff;
- 6) Perform clerical and typing work related to the function to which assigned;
- 7) Type letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts, and other materials from marginal notes, rough drafts, and/or verbal instructions; (
- 8) Research and compile information from various sources;
- 9) Review documents for accuracy, completeness, and conformance to established procedures;
- 10) Compile and tabulate statistical data;
- 11) Serve as receptionist for the general public when needed;
- 12) Perform Human Resources duties including; maintaining employee files, workers comp reporting, new hire info, employee separation info;
- 13)

EMPLOYMENT STANDARDS:

Education and Experience:

Senior Level A: At least five years experience in modern office practices and significant training and course work in administration at a post high school level and Human Resources



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Junior Level B: Any combination equivalent to graduation from high school including or supplemented by courses in typing and office practices plus five years experience.

Licensing: California driver's license (Class C).

Typical Responsibilities:

Knowledge of: (1) Modern office practices and procedures; word processing, desktop publishing, and spreadsheet software applications; correct English usage; spelling, punctuation, and grammar; and basic arithmetic, filing, and record keeping.

Ability to: (2) Type 60 wpm word processing with a high degree of accuracy; (3) Dictaphone; (4) Maintain clerical records, prepare reports, and anticipate problems (including the development and implementation of solutions); (5) Look out for, and effectively work with, other personnel and the public; (6) Exercise appropriate methods of communication, including the receiving and dissemination of information; (7) Incorporate safe practices into performance of job duties; (8) Work inside in a controlled physical environment; (9) Expend moderate physical energy while sitting, standing, walking (work is mostly sedentary); and, (10) Effectively demonstrate the application of all skills, knowledge and aptitudes required to carry out the duties cited above.