



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

ADMINISTRATIVE ASSISTANT MONTHLY SALARY: \$3,951 - \$4,803 **FINAL FILING DEADLINE**

MONDAY, SEPTEMBER 5, 2022, 11:59 PM OR WHEN WE RECEIVE THE FIRST 100 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST.

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE [PUBLIC WORKS DEPARTMENT](#) AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under basic supervision, performs a variety of routine clerical and administrative support functions supporting departmental operations; prepares correspondence; reviews applications and documents for completeness; maintains departmental records and filing systems; conducts research and special projects.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs routine clerical support within area of responsibility; reviews applications and documents for completeness; organizes and maintains departmental records and filing systems; scans documents for records retention.
- Provides customer service at front desk; answers, screens and directs incoming telephone calls; responds to public inquiries and requests for information; schedules appointments; opens and distributes interoffice mail.
- Types, formats, edits and proofreads correspondence, meeting agendas, reports and documents; composes routine correspondence; makes copies and assists with collating binders.
- Processes a variety of permits and permit applications.
- Uploads current information to the City's website.
- Purchases office supplies; organizes and maintains supply room; processes requests for payments; reconciles billing statements; processes or assisting in processing Department's payroll and personnel status changes.
- Conducts a variety of general office duties including data entry.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Enters, compiles and summarizes financial or other data, and prepares routine or special reports.
- Processes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution.
- Performs technical research activities and special projects.
- Serves as backup for other positions to ensure continuity of operations during absences.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS: Education, Training, and Experience Guidelines:

Possession of a High School Diploma or GED, AND one (1) year administrative support including customer service experience.

LICENSE AND CERTIFICATION REQUIREMENTS: A valid California State Driver's License may be required depending on area of assignment.

SELECTION PROCESS:

Completed application packets will be reviewed and only the first 100 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process that may include: a written exam and an external Panel interview weighted. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information.

To view the complete job announcement, please visit our website at:

<https://www.governmentjobs.com/careers/vernon>

CITY OF VERNON

HUMAN RESOURCES DEPARTMENT

Lisette M. Grizzelle, Senior Human Resources Analyst

(323) 583-8811, ext. 166

lgrizzelle@cityofvernon.org

"The City of Vernon is an Equal Opportunity Employer"