



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

ADMINISTRATIVE ASSISTANT, SENIOR (Confidential)

MONTHLY SALARY: \$4,947 - \$6,013*

*Includes 3% cost of living adjustment effective July 2, 2023
PLUS AN EXCELLENT BENEFITS PACKAGE

FINAL FILING DEADLINE

SUNDAY, JUNE 18, 2023, 11:59 PM OR WHEN WE RECEIVE THE FIRST 50 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST.

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN CITY ADMINISTRATION AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under general supervision, performs a variety of administrative or technical support functions supporting a department director or other senior management personnel; prepares correspondence; maintains departmental records and filing systems; conducts 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 highly skilled secretarial or technical support to a department director or other senior management personnel.
- Answers, screens, and directs incoming telephone calls; responds to public inquiries and requests for information.
- Schedules and coordinates meetings and appointments.
- Prepares correspondence, meeting agendas and reports.
- Organizes and maintains departmental filing systems and records.
- Prepares requisitions; processes invoices, requests for payments; reconciles billing statements; processes personnel status changes; processes Department's payroll.
- Supports department programs and functions; prepares and distributes various types of documents, helps evaluate documents, assists in administering various processes.
- Provides clerical support to the Vernon Residential Internet Service and Internet billing system; creates customer accounts; prepares monthly billing and monitors customer accounts.
- Coordinates and conducts special projects as assigned.
- Makes travel arrangements and maintains local, state, and national memberships for departmental staff.
- Conducts a variety of general office duties including data entry; processes departmental mail, notarizes documents and orders office supplies.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Compiles, summarizes, and analyzes financial data, and prepares and files special financial 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.
- 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 three (3) years administrative or technical support experience.

LICENSE AND CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required.

SELECTION PROCESS:

Completed application packets will be reviewed and only the first 50 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, which may include a written exam and a panel interview. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information or include required attachments 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. *"The City of Vernon is an Equal Opportunity Employer"*

CITY OF VERNON - HUMAN RESOURCES DEPARTMENT

Lisette Grizzelle, Senior Human Resources Analyst

lgrizzelle@cityofvernon.org

(323) 583-8811, ext. 166