



Office Assistant

The Office Assistant will provide a wide range of office support and customer service to the Town Administration Office, the Building and Planning Department, and the Public Works Department as needed. Under general supervision of the Town Clerk/Administrative Manager, this position will perform a variety of administrative, secretarial and clerical functions for various departments. Applicants should be comfortable multi-tasking and working in a fast-paced environment driven by deadlines. Previous experience in office administration and customer service is highly desirable.

Essential Duties

- Assist in preparing and sending out notices for the Council meetings, Advisory Design Review Group meetings, and other special meetings.
- Assist in the production and assembly of the monthly Council meeting packets.
- Assist the Planning Department with production and assembly of Advisory Design Review Group meeting packets as needed.
- Make weekly bank deposits.
- Oversee the purchase of office supplies for Administration, Building, Planning and Public Works.
- Assist Town Clerk with processing and maintenance of Town historical documents including minutes, ordinances, and resolutions.
- Assist Town Manager and Department Heads with special research projects and information gathering as needed.
- Assist Town Clerk with website updates, townwide email communications, and coordination of special employee events.
- Assist Town Clerk with the annual maintenance and disposal of records per the Records Retention Policy.
- Pick up and drop off the mail from the Post Office daily.
- Run errands for the office as needed.
- Maintain filing and preparation of accounts payables files.

Position Requirements:

- Standard office practices and procedures, including records management and the operations of standard office equipment;
- Microsoft Office suite, and the ability to learn and utilize new technology;
- Customer service techniques and approaches;
- Reading, understanding and implementing procedures and policies;
- Maintaining record keeping systems and procedures;

- Communicating effectively, both orally and in writing
- Accurate data entry, basic mathematical skills
- Correct English usage including grammar, punctuation, and spelling
- Valid California Driver's License required with satisfactory driving record

Education and Experience

Equivalent to graduation from High School.

Three years of general clerical or office assistant experience required.

Physical Requirements:

- Ability to lift heavy files up to 20 lbs.
- Stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily activities.
- Use near and far vision in reading, using the computer monitor, and participating in work activities.
- Able to sit and stand for long periods of time to work at a computer keyboard and a mouse, and ability to attend irregular and/or extended hour meetings.
- Use hearing and speaking in communicating with individuals and groups in person and on the phone.