

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT**

Job Title: Administrative Services Assistant I/II/III	Job Code: AS
Department: Administrative Services	Job Grade: Admin
Revision Date: 03/27/13	Fair Labor Standards Act (FLSA): NON-EXEMPT
Wage Range: Level I Range 19 - \$15.79 to \$19.67 Level II Range 28 - \$19.72 to \$24.57 Level III Range 39 - \$25.87 to \$32.24	Approved by: General Manager

**Position Overview**

Under direct supervision from the Administrative Services Manager, performs a variety of general clerical-administrative duties throughout the District. These duties will encompass administrative assistance to the General Manager and all Departments. The position will assist with front-line customer support and processing requests for service, including telephone and over the counter support. Performs related administrative work including utility billing, adjustments, new services, month end reports, annual service charge delinquency filing, payroll support, accounts payables and receivables, purchasing and receipting, data entry and database management for Administrative Services, Field Services and Technical Services.

**Level I**

Entry Level class within the Administrative Service Assistant Series. Distinguished by more routine tasks and duties assigned. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned and competency is demonstrated.

**Level II**

Mid-Level class within the Administrative Service Assistant Series. Performs a full range of duties, employees at this level receive only occasional instruction or assistance as new or unusual situations arise. The position should be fully aware of operational procedures and policies within the work unit.

**Level III**

Senior Level class within the Administrative Service Assistant Series. Distinguished by the level of responsibility assumed, complexity of duties assigned and independence of action taken. Employees perform the most difficult and responsible types of duties assigned to classes within the series. This level requires a combination of specialized knowledge, abilities, skills and experience as it relates to the functions with the Administrative Services Department.

## Essential Job Functions

- Types correspondence, reports, memos, forms, specifications, and related material from rough drafts, corrected copy, organizes and sets up material to produce finished format; proofreads typed work.
- Prepares various documents such as payrolls, vouchers, forms, reports, invoices, purchase requisitions, and other materials by posting, coding, arranging, logging, and other actions necessary to complete required information; information may be typed or handwritten on standard forms; may issue vouchers or receipts and keep control of office purchases; makes arithmetic computations.
- Process sewer connection applications, interpret and update assessor's parcel maps, and work with field and technical services departments for accurate, timely information related to new and existing service connections.
- Receives and screens visitors and telephone calls, refers inquiries as appropriate; may provide factual information to the public or other District personnel; may make appointments, and dispatch service requests.
- Provides clerical administrative support to assigned programs; may process applications, prepare operations manuals, coordinate meetings or interpret and explain District policies and procedures.
- Opens, dates, screens, sorts, routes, and processes mail; attaches pertinent correspondence and other relevant data for references; traces, assembles and summarizes a variety of referenced material.
- Classifies, indexes, files, logs, and locates a variety of materials according to established filing systems; sets up new files and removes outdated materials in files as necessary; maintains procedure, policy and other manuals.
- Traces, assembles and summarizes a variety of informational material, may inventory supplies and prepare requisitions for supplies and related materials.
- Data entry and database management for various records and processes including fuel, vehicles, utilities, maintenance records, personnel, accounts payable and inventory.
- Assist with purchasing and receipting for all departments.
- Support for payroll processing.
- Support for accounts payable and receivable processing.
- Organizes own work, sets priorities and assures necessary deadlines are met.
- Perform service charge remittance processing.
- Provide customer service for inquiries related to billing, payroll and accounting questions.

## **Knowledge**

- Working knowledge of Windows Operating Systems and Microsoft Office programs, including Word, Excel, Access and Powerpoint.
- Working knowledge of databases and data entry.
- Knowledge of clerical procedures and systems, including filing; indexing and cross-referencing; the operation of modern office equipment such as reproduction and communications equipment and personal computers; the proper form for typed material; spelling and arithmetic; and correct business English usage.
- Knowledge of principles and processes for providing customer and personal services.
- Deal courteously and effectively with management, District departments and general public.
- Explain/interpret rules, regulations and District policies.
- Understand and carry out oral and written instructions.

## **Skills**

- Typing at a rate of 45 net words per minute from printed copy and typing accurately from rough draft copy or voice-recording equipment is required for certain positions, making arithmetic calculations, including decimals and fractions with speed and accuracy, proofreading material for grammatical, numerical and clerical accuracy.
- Operate computers and associated remittance processing equipment with focus on billing, accounting, and record keeping functions
- Operate modern office equipment such as telephone system, 10-key calculators, copy machines, fax, etc.
- Recognize and maintain confidentiality of certain work assignments
- Maintain a valid California Driver License and an acceptable driving record for occasional District business
- Pass a medical examination based on the ability to safely perform job duties
- Pass a pre-employment drug screen, live scan background check
- Use of file cabinet, some of which are located at floor level

## **Education/Experience:**

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities for the defined Class/Level within the Administrative Services Assistant Series is qualifying. A typical way to obtain the required knowledge and abilities for each Level within the Series would be:

### **Administrative Services Assistant Level I**

Education: Completion of High School or GED, and some College level coursework.

Experience: Two (2) years of increasingly responsible administrative experience in a progressive office environment.

### **Administrative Services Assistant Level II**

Education: Equivalent to an Associate's Degree from an accredited College or University with major course work in public business administration, accounting or related field.

Experience: Four (4) years of increasingly responsible administrative experience in business administration, accounting, payroll and/or fiscal control and analysis.

### **Administrative Services Assistant Level III**

Education: Equivalent to an Associate's Degree from an accredited College or University with major course work in public business administration, accounting or related field.

Experience: Seven (7) years of increasingly responsible administrative experience in business administration, accounting, payroll, and/or fiscal control and analysis.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, finger, handle or feel and talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is required to sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. The employee must be able to lift and or move up to 40 lbs. of computer and copy paper frequently.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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