

Las Virgenes Municipal Water District

Duty 4 10

Responds to customers, staff, consultants and outside groups and agencies by providing information including preparing public information requests and assistance; explains District and department policies and procedures; performs receptionist duties including questioning and directing visitors; screening and routing telephone calls; responding to staff and outside agencies via two-way radio.

Duty 5 5

Updates assigned areas of the District web site; manages outside software sites linked to the District web site.

Duty 6 10

Obtains pre-authorization and other documents and receipts related to the use of department/division credit card; maintains petty cash fund; tracks receipts and disbursements; submits reconciliations and check requests to maintain fund.

Duty 7 5

Orders and maintains department supplies and publications as requested by staff; creates and enters purchase requisitions and orders; coordinates the resolution of purchase order and invoice discrepancies; attempts to fix and then arranges for service on various types of office equipment.

Duty 8 5

Sends, copies, and distributes faxes, reports, agendas and memoranda; sorts and distributes incoming mail; prepares outgoing mail; collects, checks out, and returns library reports for staff.

Duty 9 5

Runs computer reports as requested to track various District operations including operational expenses, budget expenditures and staff attendance records.

Duty 10 10

Codes documents in preparation for filing; maintains computerized file tracking system; retrieves and assists staff in locating and checking out file documents; submits files for destruction according to District procedures and retention dates.

Duty 11 5

Conveys and retrieves materials to other District facilities and outside businesses as necessary.

Duty 12 5

Provide back-up support for other District secretaries and functions; may serve on committees; coordinates events and programs.

Sum of Weights 100

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Modern office terminology, procedures, practices, and equipment, including computer hardware and software, and a calculator;
- ◀ District policies and procedures related to assigned department or division;
- ◀ Proper English usage, grammar, spelling, and punctuation;
- ◀ Records management principles and procedures, including record keeping and filing principles and practices;
- ◀ Mathematical principles;
- ◀ Basic principles of business letter writing and report preparation.

ABILITY TO:

- ◀ Perform a variety of administrative support duties of a general and specialized nature for an assigned department, division and/or program.
- ◀ Operate office equipment including computers and supporting word processing, spreadsheet and database applications;
- ◀ Learn and effectively utilize various software applications;
- ◀ Type or enter data accurately at a sufficient speed to meet the needs of the position;

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- ◀ Work independently with minimal supervision; use good judgment in applying District policies and procedures to the work of the assigned position;
- ◀ Maintain confidentiality of sensitive information and documents;
- ◀ Plan and organize work to meet changing priorities and deadlines;
- ◀ Compose and edit routine correspondence; prepare and maintain accurate records and files;
- ◀ Understand and carry out oral and written directions;
- ◀ Communicate effectively both orally and in writing;
- ◀ Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Identify fine statistical reports and standard text and data on computer terminal screens.
- ◀ Communicate and convey at normal conversational levels in person, and over the telephone.
- ◀ Prepare materials legibly, use calculators, computer terminals, and other general office machines.
- ◀ Frequently move and position self to maintain reports, materials and objects weighing approximately ten pounds.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION:

High school diploma or equivalent, supplemented by course work in office management and business machines, records management, and administrative services.

EXPERIENCE:

Two (2) years of experience performing increasingly responsible clerical and administrative support duties in support of a division or department.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

None.