



# KWRA JOB FLYER

## ADMINISTRATIVE ASSISTANT

### **RECRUITMENT**

There is one opening with the Kings Waste and Recycling Authority. This recruitment is open to the public. The list established from this recruitment is valid for six months from the closing of the application date.

### **APPLICATION PERIOD**

The application period for this position opens at **12:00 am September 12, 2024 and closes Thursday 26<sup>th</sup>, 2024 at 11:59 pm**. Interviews will be scheduled for **Wednesday, October 2<sup>nd</sup>, 2024**. Applicants can obtain the application by visiting <https://www.kwrecycles.net/about-us-contact-info> Must submit application and resume to [kwrajobs@gmail.com](mailto:kwrajobs@gmail.com) be considered for this position.

### **SALARY AND BENEFITS**

\$22.07– \$26.93 per hour, DOE

- Comprehensive medical insurance administered by the County of Kings. Includes dental and vision coverage.
- Public Employee's Retirement System (PERS): The Authority contracts with PERS for this benefit and pays the employer and employee contributions for the "Classic" formula which is 2% @ 60. The "new member" or PEPR formula is 2% @ 62 with the Authority paying for the employer contribution only.
- Holidays: 12 days per year.
- Sick leave: 12 days per year.
- Vacation: Two weeks per year for 0-4 years, three weeks per year for 5-14 years, four weeks per year for 15 years and beyond.
- Deferred compensation available with no employer contribution.

### **DEFINITION:**

As an Administrative Assistant, you'll perform specialized/technical clerical duties. Positions within this class vary in the work performed depending on the specialty area; and perform related duties as required.

Administrative Assistant I is the entry level classification in the series. Incumbents work under close and continuous supervision while learning the assigned function/specialty area. Incumbents may advance to level II upon satisfactory completion of the minimum requirements for the higher level and when, upon the recommendation of the Supervisor and they have demonstrated the ability to perform at the experienced level.

Administrative Assistant II is the experienced level. Incumbents are expected to be technically proficient in performing the full range of assignments in the function/specialty area.

Administrative Assistant III is the most experienced level. Incumbents are expected to be proficient in all areas of assignments with minimal supervision. This level is primarily responsible for HR duties including payroll.

### **SUPERVISION RECEIVED AND EXERCISED:**

Immediate supervision is provided by the Management Analyst and or Executive Director

### **TYPICAL DUTIES:**

*Duties include but are not limited to those described below.*

- Performs specialized and technical clerical duties related to an assigned department, division or unit
- prepares, reviews, interprets, applies, files and/or makes independent decisions about a wide variety of official/public records, forms
- Applies and interprets codes, ordinances, manuals, and technical terminology in making independent decisions and judgments in the specialty area.
- Develops/maintains/administers files, logs, data bases, and manuals related to the assigned specialty; provides direct services to internal and external customers in the specialty area.
- Collects fees, issues receipts, balances money and prepares deposits resulting from service provision in the assigned specialty;
- Maintains statistics, prepares reports, answers correspondence
- Coordinates with other employees, departments, outside agencies;
- Enters and retrieves data from automated systems
- Performs related duties as assigned.
- Type/keyboard, proofread, and process a variety of documents including general correspondence, memos, and statistical charts from rough drafts (handwritten, typed or computer), Dictaphone recordings, or verbal instructions.
- Act as a receptionist, answer the telephone, and wait on the general public, giving information on Department policies and procedures as required.
- Perform a wide variety of routine clerical work including filing, billing, checking, and recording information on records.
- Perform a variety of supportive office functions including receiving, sorting, and distributing incoming and outgoing correspondence.
- Issue, receive, and process various applications, permits and other forms.
- Order, store, and distribute office supplies.
- Plan work according to production schedules and suggest minor changes in procedures to correct operational problems.
- May provide lead supervision to lower level clerical assistants.
- May assist in the hiring and training of new employees.
- May operate a variety of office automation and peripheral equipment, and a variety of office related appliances.
- May prepare and process payroll records.
- Perform routine office equipment checks to determine cause of problems; report needed repairs.
- May undertake and complete a variety of office assistance projects requiring independent judgment, initiative, and the maintenance of confidentiality.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the Authority to be appropriate under applicable law.)

## **DESIRABLE EMPLOYMENT STANDARDS:**

### **Minimum Qualifications**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

### **Knowledge of:**

- Occupational hazards and safety practices and procedures applicable to assigned equipment
- Operation of heavy and complex automotive equipment, including daily service lubrication
- Applicable Federal, State, and local laws, codes, and regulations.
- English usage, spelling, grammar, and punctuation.
- Basic math including fractions, decimals, and percentages.
- Alphabetical, numerical, and non-numerical filing systems and procedures.
- Report and form design and production methods.

### **Additional Desirable Employment Standards Include Knowledge:**

### **Skill/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Establish and maintain satisfactory working relationships with employees, staff, other governmental officials, other agencies, clients and the general public
- Accurately apply written and oral communications.
- Plan, coordinate, analyze and control operating procedures and develop effective improvements as needed.
- Learn to use safely and effectively use, operate, and maintain the full range of equipment and tools required for the work.
- Learn to perform routine equipment maintenance.
- Operate a motor vehicle safely.
- Maintain accurate logs, records, and basic reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Analyze and resolve complex problems.
- Organize work and prioritize within established time frames.
- Keep systematic and accurate records.
- Give and follow verbal and written instructions.
- Read and write at a level for successful job performance
- Establish and maintain cooperative working relationships
- Organize work and set priorities.
- Perform work with accuracy and attention to detail.
- Work independently.
- Prepare a variety of charts, graphs, and other special documents.
- Analyze and correct operational, procedural, and programmatic problems encountered in the course of work.
- Type/keyboard accurately.
- Assist in training new employees.

- Operate office automation and related equipment, format documents, and perform difficult operations.
- Verify and check files and data.

**Education:**

Equivalent to the completion of the twelfth (12th) grade.

**Experience:**

One (1) years of general clerical experience.

**LICENSES & CERTIFICATIONS:**

Possession of a valid, appropriate California driver's license issued by the Department of Motor Vehicles may be required for some positions.

**PHYSICAL AND SENSORY REQUIREMENTS**

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

**Physical Demands:**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend vehicles, and to operate varied vehicles, tools, and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

**Special Demands:**

Ability to type at a speed of 35 net words per minute. Some positions may require the ability to lift and carry objects weighing up to 65 pounds for distances up to 20 yards. Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Must be able to work outdoors in all weather conditions and to work in confined areas and from heights and with exposure to unpleasant and potentially hazardous conditions. Must be able to weekends, holidays, multiple shifts, and overtime.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NECESSARY CONDITIONS OF EMPLOYMENT REQUIREMENTS**

- A physical exam may be required to ensure the applicant's fitness for duty.

- Applicants must undergo a law enforcement background investigation and receive security clearance and maintain that clearance for the duration of employment.

**Probationary Period:**

This position carries a mandatory six (6) month probationary period that must be successfully completed. Probationary period can be extended based on job performance.