



City of Mountain View (CA)

Executive Assistant to the City Attorney

| | | | |
|-------------------|--|------------------------|-------------------------|
| SALARY | \$3,887.27 - \$5,259.25 Biweekly \$8,422.42 - \$11,395.04 Monthly \$101,069.02 - \$136,740.50 Annually | LOCATION | Mountain View City Hall |
| JOB TYPE | Full-Time | JOB NUMBER | 202400060 |
| DEPARTMENT | City Attorney's Office | OPENING DATE | 02/11/2025 |
| FLSA | Non-Exempt | BARGAINING UNIT | MISC |

What's the Role and What You'll Do

We're looking for a **motivated, energetic, highly-skilled professional** to take on the role of Executive Assistant to the City Attorney. You will join a fast-paced, dynamic team environment and will perform a wide variety of administrative assignments, **provide critical administrative support** to the City Attorney, and help **build a high-functioning office** while **maintaining a positive office culture**. If you are looking to make an impact in a key administrative role, this position is for you! Review our detailed job description [here](#).

What You'll Do:

- Provide highly valued administrative support, including drafting/formatting correspondence, preparing reports and presentations, organizing and booking meetings and making travel arrangements.
- Create and maintain electronic filing systems for City Attorney's Office records.
- Maintain and update department budget, purchase supplies/equipment, process invoices and manage outside counsel contracts.
- Perform agenda management, process agenda reports, and prepare resolutions/ ordinances for City Council meetings.
- Manage the office calendar.

The Essentials

The education and experience requirements for the Executive Assistant to the City Attorney can be satisfied by meeting all the qualifications in one of the following three categories:

Category I

- High School diploma (or GED) plus 30 semester units or 40 quarter units from an accredited college or university.

- Seven years of increasingly responsible clerical, office, and administrative work, including public contact.
- One year of experience working in a law office.
- One year of office management experience, supervisory experience, or experience providing executive-level administrative support.
- One additional year of experience providing administrative support in a law office may be substituted for college units.

Category II

- Associate's (AA) degree from an accredited college or university.
- Five years of increasingly responsible clerical, office, and administrative work, including public contact.
- One year of experience working in a law office.
- One year of office management experience, supervisory experience, or experience providing executive-level administrative support.

Category III

- Bachelor's degree from an accredited college or university.
- Three years of increasingly responsible clerical, office, and administrative work, including public contact.
- One year of experience working in a law office.
- One year of office management experience, supervisory experience, or experience providing executive-level administrative support.

Highly Desirables:

- Legal Certificate
- Experience working in a public sector law office.

Are We a Match?

- You have a **positive, professional demeanor, value honesty and integrity** and can **exercise discretion** and **maintain confidentiality** when necessary.
- You thrive in a **fast-paced environment** and can respond to and resolve issues using sound judgment.
- You are **detail-oriented** and have **strong organizational skills**.
- You can **multitask** and **prioritize work** based on office needs.
- You are **dependable** and have excellent time management skills.
- You possess **strong office management skills** and like to **help streamline processes**.
- You are **proactive** and take pride in your work and productivity.
- You can work **independently**, as part of team and in **partnership** with other departments.
- You **personalize service** by anticipating needs.
- You are **eager** to find information for others and are highly resourceful.
- You make **connections** and constantly strive to **build and maintain relationships**.
- You enjoy helping build a **happy and healthy working environment**

Apply Now

Submit your application and resume online at [governmentjobs.com](https://www.governmentjobs.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Tuesday, February 25, 2025 at 5:00 pm (PST)**. **Applications received by this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.**

Candidates with the most relevant qualifications will be invited to the following process:

- Oral Board Interview Panel (weighted 100%) via video conference (Zoom) on Thursday, March 6, 2025.
- In-person Department Interview – Select candidates who pass the oral board interview may be invited to meet with staff from the City Attorney's Office for a more in-depth discussion regarding the position and their qualifications.

Depending on the number of applicants, this process may be altered.

Fine Print. The annual salary range is \$101,069.02 - \$136,740.50 with a control point of \$118,904.76. Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification, Department of Justice (DOJ) and FBI fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>

Executive Assistant to the City Attorney Supplemental Questionnaire

*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

*QUESTION 2

How many years of increasingly responsible office management, secretary or administrative experience do you have?

- ☐ No experience
- ☐ 1 to 3 years of experience
- ☐ 3 to 5 years of experience
- ☐ 5 to 7 years experience

☐ 7 or more years of experience

***QUESTION 3**

Do you possess supervisory or management experience?

- ☐ Yes, more than one year of supervisory or management experience.
- ☐ Yes, less than one year of supervisory or management experience.
- ☐ No supervisory or management experience.

***QUESTION 4**

Do you have experience working in a law office? If so, please provide details of your experience, including the name of the organization, your job title, dates of employment, and a description of your key job duties and responsibilities. If none, please type N/A.

***QUESTION 5**

Please list any legal certifications you currently hold that are relevant to this position. For each certification, provide the issuing organization, the date obtained, and a brief explanation of its relevance to your work experience. If none, please type N/A.

* Required Question