The City of East Palo Alto
Invites Qualified Candidates
for the Position of

ADMINISTRATIVE ASSISTANT

PAY: $37.02 – $45.00 HOURLY PLUS AN ATTRACTIVE BENEFITS PACKAGE

The Position:

The City of East Palo Alto is now actively seeking a compassionate, organized, responsible Administrative Assistant. The Administrative Assistant performs a variety of complex office administrative, secretarial, and clerical duties in support of an assigned Department Director or for the East Palo Alto Sanitary District (EPASD), including coordinating, organizing, and overseeing the administrative operations and functions of the assigned office.

The selected candidate coordinates assigned programs, projects, and services with other City departments, divisions, and outside agencies. In addition to coordinating tasks for the assigned area of responsibility, interacting frequently with the public and providing information or directing questions and requests to the appropriate staff, and performing other duties as required.

Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from the twelfth (12th) grade supplemented by specialized course work in typing, bookkeeping, or related office function(s)

Experience: Five (5) years of progressively responsible experience performing office support activities using modern office practices, procedures, and equipment.

License and Certifications: Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and a satisfactory driving record.

How to Apply:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org.
https://www.calopps.org/city-of-east-palo-alto. or scan the QR code for more information and/or to apply.
Deadline to Apply: Wednesday, May 21, 2025, at 11:59 PM

SCAN ME

THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER