



SAN RAFAEL

THE CITY WITH A MISSION

Temporary – Administrative Specialist

\$24.38 - \$29.63 per hour

Temporary/No Benefits

37.5 hours per week

(May not exceed 1,000 hours worked in a fiscal year)

APPLICATION DEADLINE: *Apply by Friday, August 26, 2022, for first consideration*

THE POSITION:

The City of San Rafael is looking to fill an Administrative Specialist position to join our team. This is a temporary/full-time position that will be supporting our City departments when an incumbent of this capacity is out of the office. The Administrative Specialist will provide responsible, varied, secretarial and office administrative assistance. When this assignment is complete, this position will remain in an “on call” basis and will be called upon to fill other administrative assistant positions where the incumbent is out of the office for illness, vacations or other reasons.

This position performs the following essential job duties:

- Act as receptionist and receives and screens visitors and telephone calls and takes messages.
- Perform office support activities
- Accounts payable including invoice processing and sorting
- Other duties as assigned

Qualifications:

- High School Diploma or equivalent
- Three years of responsible secretarial or office administrative experience is required
- Must have the ability to multitask
- Must be able to work independently
- Bi-lingual is a plus

OTHER:

- Must be able to work Monday – Friday/8:30 a.m. – 5:00 p.m.
- Position is 100% in person

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. To file an application, go to: www.calopps.org. Select “Member Agencies”. Select “San Rafael”. Follow this link to apply: <https://www.calopps.org/san-rafael/job-20284461>