



EXECUTIVE ASSISTANT (PT)

The current vacancy is in the City Clerk's Office.

SALARY RANGE	\$25.57 - \$31.08 per hour
FILING DATE	Open Until Filled; First Review Date: Monday, March 25, 2024
POSITION TYPE	Part Time
EXAM TYPE	Open/Competitive
HOW TO APPLY	http://www.calopps.org/city-of-seal-beach
NOTE	In accordance with the City's Personnel Rules & Regulations, Section 4.07(7) and Section 4.09(B), this vacancy will be filled from an Open/Competitive Employment List.



POSITION

Under general supervision, provides highly responsible administrative support to the City Clerk to assist with the day-to-day operations of the City Clerk's Office. This is a part-time, non-benefited position. Work schedule is flexible up to 30 hours per week.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Provides administrative support to the City Clerk and acts as staff liaison in screening visitors, answering callers, handling complaints, and directing electronic communications to appropriate parties.

- Prepares and coordinates the publication, posting, and distribution of legal notices for public meetings and hearings; ensures that legal requirements are met for publication and posting of agendas and minutes.
- Provides assistance to the public and City staff by helping to identify records and information relevant to public records requests; ensures timely response to all requests and justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Receives and processes claims against the City, subpoenas, and summons; facilitates accurate and timely processing of legal documents such as agreements, contracts, deeds, resolutions, and ordinances.
- Administers records management program, including maintenance, protection, retention, and disposition of records in accordance with appropriate legal and operational requirements; provides direction to staff regarding records management practices.
- Maintains the electronic documents management system of all meeting minutes, ordinances, resolutions, contracts and agreements, County recorded documents, and other vital City records.
- Assists the City Clerk in Fair Political Practices Commission filings such as Statements of Economic Interest for City Council members, commissioners, and designated employees.
- Types a variety of materials, including those of a sensitive or confidential nature; performs a variety of administrative support tasks such as photocopying information, and maintaining records and files; assists with the sorting of incoming mail and various administrative support on an as-needed basis.
- Operates and answers the City phone line.

QUALIFICATIONS

Knowledge of:

City policies and protocols; office administration procedures; correct English usage, including spelling, grammar, and punctuation; City organization, ordinances, rules, and programs, and departmental policies and procedures; basic functions of public agencies, including the role of an elected Council and appointed boards and commissions; rules and procedures governing public notices and conduct of public meetings; Microsoft Office; record keeping, filing, purchasing, and accounting practices and procedures; research methods; customer service techniques.

Ability to:

Operate computer equipment and use Microsoft Word and Excel, and specialized software applications programs; operate calculator and standard office equipment; plan, organize, and prioritize administrative assignments to meet deadlines; interpret a variety of public records, including contracts, resolutions, and ordinances; communicate effectively, both orally and in writing; proofread and prepare clear, accurate, and concise records and reports; establish and maintain effective working relationships with staff, management, vendors, contractors, consultants, public and private representatives, and others encountered in the course of work; exercise tact and diplomacy in explaining and obtaining compliance with City and department administrative procedures.

EXPERIENCE

EXPERIENCE	Five years of administrative and customer support experience is required.
EDUCATION	High School graduation or General Education Diploma (G.E.D.) equivalent is required, preferably supplemented by education, training, and certification in office and records management, and the use of office and database software products.
LICENSE	None.

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle, or feel office equipment; and reach with hands and arms. The employee is occasionally required to stand and walk and to lift and move records and documents weighing up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City officials, City staff, management, customers, and the general public.

WORK ENVIRONMENT

Employees in this class generally work under typical office conditions, and the noise level is usually quiet, at or below 85 decibels levels.

SELECTION PROCEDURE

Please note that only online applications submitted via CalOpps are being accepted for this recruitment. Faxes, emails, or postmarks will not be accepted.

Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

Appointment is subject to any or all of the following: pre-employment medical and fingerprinting processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.