



CITY OF PATTERSON, CALIFORNIA
EMPLOYMENT OPPORTUNITY
Equal Opportunity Employer

Department of Human Resources

1 PLAZA, PATTERSON, CA 95363

(209) 895-8011

**INVITES APPLICATIONS FOR THE POSITION OF:
ADMINISTRATIVE ASSISTANT I/II**

MONTHLY SALARY

Administrative Assistant I: \$4,310.86 - \$5,239.87

Administrative Assistant II: \$4,758.38 - \$5,783.84

OPEN: March 27, 2026

DEPARTMENT: Recreation & Community Services

RECRUITMENT: Internal and External Candidates

DEADLINE TO APPLY: April 17, 2026, at 5:00 PM

TO APPLY: Apply at www.pattersonca.gov

Applications will be reviewed for possession of the minimum qualifications. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on the breadth and recency of experience will be invited to an interview.

Successful candidates will be placed on an eligible list that may be used to fill future vacancies in other City departments.

THE POSITION:

Under general supervision, performs a variety of routine to complex secretarial, clerical, and administrative duties of a general and specialized nature in support of an assigned department, division and/or program; performs receptionist and customer service duties for the public and internal staff; performs basic clerical accounting support duties; relieves administrative personnel of a variety of administrative and technical details; furnishes information and assistance to other City staff and the public related to departmental policies, procedures and programs; and performs related work as assigned.

The Administrative Assistant I is the experienced entry level classification in the Administrative Assistant job series. This classification is distinguished from the full journey level Administrative Assistant II that performs a full range of clerical, secretarial and administrative support duties of greater complexity requiring a higher level of specialized knowledge and skills and independent judgment; and that may provide direction and guidance to part-time and/or contract staff.

PRINCIPAL DUTIES:

Assists the public over the phone or at the counter and provides information on departmental policies, procedures and programs; responds to inquiries and complaints and refers as appropriate; types, proofreads, and processes a variety of documents including general correspondence, memoranda, agendas, statistical charts, specifications, bids, reports and related items, subject to review, from rough draft, verbal instruction and/or other source materials; takes notes from dictation and accurately

transcribes them; transcribes from tape recordings; may take minutes of meetings of City commissions or agencies to which assigned and provides clerical and administrative support to those entities; establishes and maintains a variety of filing systems; develops and implements operational procedures for the maintenance and tracking of office supplies and equipment; processes and tracks a variety of permits and applications; initiates and maintains a variety of files and records; ensures proper filing of documents in departmental or central files; researches, compiles and organizes a variety of information from various sources on specialized topics related to departmental operations and/or programs; applies specialized knowledge in the review of applications, permits, records and other documents to determine that they are complete; receives and processes fees, enrollment charges or other money; prepares receipts and balances money received and submits to Finance for final processing; initiates, tracks and closes out work orders; orders office supplies; and inventories supplies as received; computes, verifies and reconciles figures on printouts, purchase orders, invoices, time reports and other accounting documents and forms; establishes and maintains a variety of records and files including credit card, fixed asset and inventory records for program or project files; collects employee timesheets, reviews for accuracy, submits for management signature and forwards to Finance for processing; completes personnel action forms to report changes in an employee's status as appropriate; reviews other personnel documents for completeness and submits to supervisor for review and forwarding to Human Resources for processing; maintains employee files related to certification and training requirements and tracks requirements to ensure ongoing compliance; schedules appointments and meetings; makes travel arrangements for management and designated staff; updates and maintains content of designated web page(s) on the City's website; assists with special events; creates and maintains information packets, flyers and guides for the public; effectively operates a variety of standard office equipment such as a computer, copier, calculator, FAX machine; and may operate a radio to communicate with department staff; may be required to attend night and weekend meetings; performs related work as assigned.

MINIMUM QUALIFICATIONS:

Education:

Must have a High School Diploma or GED equivalent supplemented with specialized training in office practices.

Experience:

Administrative Assistant I: Two (2) years of responsible general office support experience including customer service duties and the use of standard office equipment and software applications.

Administrative Assistant II: Three (3) years of increasingly responsible general office support experience including customer service duties and the use of standard office equipment and software applications.

LICENSE OR CERTIFICATES:

Possession of a valid Class C Driver's License

NECESSARY SPECIAL REQUIREMENTS:

Must be 18 years of age or older.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

KNOWLEDGE OF:

Modern office practices and procedures, including business correspondence, filing systems; standard office equipment operation, including computer and peripheral equipment; office software applications such as word processing and spreadsheet applications; proper use of English, spelling, grammar and punctuation; basic mathematic concepts; basic bookkeeping and financial record keeping process.

ABILITY TO:

Interpret and apply City and departmental policies and procedures; perform general clerical and specialized work including records maintenance and the compilation of information for report development; effectively guide and coordinate the work of others to achieve departmental goals; effectively operate modern office equipment; spell correctly and use proper English; understand and carry out oral and written directions; type at 50 wpm; use transcription equipment and transcribe materials accurately; effectively apply standard office software application; perform assigned work using independent judgment and ensuring accuracy establish and maintain cooperative working relationships with others; interact effectively with a wide variety of personalities and in situations requiring tact, judgment and poise.

PHYSICAL REQUIREMENTS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

ENVIRONMENTAL CONDITIONS: Work is performed in a standard office environment.

Prior to appointment, eligible candidates will be required to submit to and successfully pass a medical examination, drug screen and background investigation, which will include fingerprinting.

The City of Patterson is an Equal Opportunity Employer.

Supplemental Questionnaire – Administrative Assistant I/II

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, and writing skills. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the following questions and submit thoughtful and complete answers.

1. What is the highest level of education you have received?
 - High School Diploma or GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree

2. How many years of experience do you have performing general office support including customer service duties and the use of standard office equipment and software applications?
 - None
 - Less than 1 year
 - 1 – 2 years
 - 3 or more years

3. Describe what skills you believe are most important in the role of an Administrative Assistant, why, and how you would apply them to this position.

4. Describe how you handle competing deadlines and how you prioritize tasks.

5. List software applications you have utilized. Provide your proficiency level and examples of how you have used the applications.