

WE ARE HIRING



ADMINISTRATIVE ASSISTANT

Under the direction of the Town Clerk, the Administrative Assistant performs a wide variety of administrative and clerical support for multiple Town departments, including Community Development, Public Works, and Engineering. Serving as the primary front-line contact at the Town of Loomis front desk, this position provides professional and courteous customer service to the public, Town staff, and outside agencies. Responsibilities include answering inquiries, processing permits and applications, maintaining records, performing routine office support functions, provide website maintenance and support and assisting with recurring customer service tasks to ensure efficient departmental operations. The role requires sound judgment in selecting appropriate procedures, conducting transactions with customers and the public, and resolving routine, and some non-routine, issues based on experience and established policies.

This is a full-time, non-exempt position. The Town of Loomis offers an attractive compensation and benefits program. The current salary range for this position is \$57,767.00 – \$71,432.00 annually; placement within this range is dependent on qualifications and experience.

For more information, please go to our website - www.loomis.ca.gov, or contact our Town Clerk at calopps@loomis.ca.gov