
**AMERICAN VALLEY COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION**

Position/Title: Office Assistant
Exempt/Non-Exempt: Non-Exempt
Department: Office
Reports to: Business Manager

DESCRIPTION: Under the direction of the Business Manager, performs a wide variety of complex, specialized and technical office support, administrative and secretarial/clerical duties.

DUTIES AND RESPONSIBILITIES:

1. Produces accurately typed correspondence, memorandums, reports, using word processing, spreadsheets, presentation and/or desktop publishing software programs when applicable.
2. Maintains District correspondence files and indexes.
3. Assists the Business Manager / Senior Office Assistant with preparation of Board Packets.
4. Sets up and maintains confidential and administrative files.
5. Answers telephone, provides information, and takes messages.
6. Opens mail and distribute to appropriate personnel.
7. Assists customers with payments and inquiries.
8. Processes account receivables, bank deposits and other duties as required.
9. Assists the Senior Office Assistant with accounts payable and payroll.
10. Serves as backup for performing monthly billing activities.
11. Prepares, updates, and distributes manual scheduled work orders, as required.
12. Assists Business Manager with grant reporting and related duties, as necessary.
13. Performs other duties and works overtime and holidays, as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent. Have knowledge of or demonstrated ability to learn modern office methods, practices and equipment; and techniques of business letter and report writing. Accounting, office and computer skills to include QuickBooks, Microsoft Word and Excel, as required. Pass a pre-employment physical. Possession of a valid California driver's license.

PHYSICAL REQUIREMENTS: This position requires the ability to do all of the following:

- Perform office work
- Ability to maintain regular and predictable attendance
- Ability to use standard office equipment, including printer, copier, scanner
- Ability to type and operate a mouse/keyboard
- Ability to sit and use computer/mouse/keyboard for extended periods of time
- Ability to lift up to 25 pounds
- Ability to reach for items
- Ability to grab and holding items

KNOWLEDGE AND ABILITIES: Have the ability to perform responsible clerical and secretarial duties and independently take care of administrative detail. Compose correspondence independently or from general directions. Ability in establishing and maintaining files and indexes. Be able to communicate clearly and concisely. Ability to use word processing applications and type accurately. Maintain cooperative relationships with those contacted in the course of work.

WORKING CONDITIONS: Works in an office environment, in a typically sedentary position. May be required to attend meetings outside regular office hours, either at the customary work location or at another location.

SUPERVISION: Supervised by the Business Manager or in his/her absence by the Senior Office Assistant.

ACKNOWLEDGMENT: I have reviewed this Job Description and understand it to be accurate and complete. I also agree that management retains the right to assign me other tasks when necessary. If, at any time, I am unable to perform any of my assigned job duties for any reason, I will alert the District immediately. If, for medical reasons, I am unable to perform any of my assigned job duties, I will alert my employer and will request accommodation as outlined in the District's personnel policies.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____