



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

FULL TIME + BENEFITS

Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

HOW TO APPLY: If interested, please submit the following to the Personnel Office located at the Riverlakes Administrative Complex, 3825 Riverlakes Dr, Bakersfield, CA, 93312.

- **Employment Application, Supplemental Questionnaire, typing certificate, and a DMV print out.** (Resume's not accepted in place of a District Application)
- Current Employees: Submit an Employee Job Interest form or an updated application and provide training and experience related to this position, and, the Supplemental Questionnaire and DMV print out, if not already on file with the Personnel Office.

Visit www.norfun.org, to download a District Application or the Job Interest form, or contact the Personnel Office at (661) 392-2000.

DEADLINE FOR APPLYING: Monday, August 27, 2018

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon the following:

- A background investigation including a fingerprint clearance through the Department of Justice
 - A post offer medical and a Drug Screen
 - Verification of your identity and citizenship or legal right to work in the United States
 - A valid CA Driver's License and driving record must comply with District driving standards.
 - Typing a minimum of 50 wpm.
 - Be able to obtain a CA Dept. of Justice Fingerprint Roller Certification.
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BASIC FUNCTION: Performs difficult and complex clerical work that involves any combination of administrative support; recordkeeping; data analysis, development and entry; accounting; and word processing. Will provide support services to various departments as well as to the District's Board of Directors.

STARTING RATE: \$18.73 - \$19.67 pr/hr DOE

MAXIMUM RATE: \$25.10 pr/hr

QUALIFICATIONS: Equivalent to a high school diploma with three years increasingly responsible clerical experience. Must be able to obtain any certification required for the essential job duties within the assigned area. A Notary Public is beneficial. Knowledge of clerical and office procedures, practices and equipment; statistical methods; data compilation methods; customer service principles; proper telephone procedures; good organizational, time and resource management and leadership skills; filing and recordkeeping principles; basic accounting and budgetary principles and procedures; proper grammar, spelling and punctuation; and extensive knowledge of word processing software such as Microsoft Word; data base software, such as Microsoft Access; spreadsheet software, such as Microsoft Excel, and email, such as Microsoft Outlook. Some knowledge of insurance would be beneficial. Ability to perform difficult and complex clerical operations involving a degree of independent judgment, speed and accuracy; prepare clear and comprehensive reports and tabulations; typewrite accurately at a rate of not less than 50 net words per minute, operate a variety of electronic office equipment and associated software; carry out oral and written instructions with accuracy and establish priorities and plan accordingly; establish and maintain effective working relationships both internally and externally; work effectively with the supervisor, employees and the public in person, over the phone and email; and accommodate a work schedule to include evenings (currently one evening a month). Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Standard office environment and working conditions or assigned to a community center with working conditions that include a moderate noise level. Indoor work environment, sitting at a desk for long periods of time, heavy computer operation; physically move a person's arms, hands, and fingers for the purpose of fingerprinting; and may require to commute from site to site as needed. Regularly required to communicate with the supervisor, co-workers the public and outside agencies either by telephone, computer, or in person. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE: Consistently reports to work on time prepared to perform job duties; prioritizes and performs duties as workload necessitates; communicates regularly with supervisor; provides outstanding customer service; maintains respectful attitude; interacts with customers and co-workers in a positive and courteous manner; responsible for the efficient and effective delivery of services.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Utilizes personal computer for data analysis, report generating, documentation, project evaluation, preparation of correspondence and record keeping; types and revises material such as correspondence, reports, tabular material, address lists, and forms from rough draft, corrected copy, verbal instruction, recorder, or previous version displayed on computer screen; proofreads and reviews materials for accuracy, completeness and compliance with policies and procedures; maintains files, classifies and files materials, and performs file searches for materials; operates various office equipment to include typewriter, computer, copy machine, fax machine and scientific calculator; answers routine and complicated questions in person and/or telephone.
- Researches, collects and analyzes data; compiles and summarizes data, develops preliminary findings, and prepares reports; assists with compiling, distributing and recording of documents and follow-up contact as required; conducts special studies and works on special projects as assigned.
- Performs appropriate accounting procedures; assists in preparation, planning and development of program budget and to maintain project accounting.
- Assists in administration of Division programs to include master plans, community meetings, and bids.
- Process and maintain District liability and property insurance and serve as a liason between claimant, District, and CAPRI.
- Will serve as Board Clerk attending meetings and providing support services for the Board of Directors.
- Will be trained to assist in fingerprinting, operating specialized computer software and equipment.
- May serve as a Notary Public for District.
- Must maintain the required training designated for the position; attends all meetings and trainings as recommended by supervisor; and performs related duties as required.

BENEFITS

- ◆ VACATION, SICK, & HOLIDAYS
- ◆ EMPLOYEE MEDICAL INSURANCE
- ◆ EMPLOYEE & DEPENDENTS DENTAL & VISION INSURANCE
- ◆ CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)
- ◆ GROUP LIFE INSURANCE
- ◆ TRAVEL INSURANCE
- ◆ SHORT / LONG TERM DISABILITY INSURANCE
- ◆ WORK-LIFE BALANCE and EMERGENCY TRAVEL
- ◆ APPLICABLE BENEFITS REQUIRED BY LAW: •
 - Social Security
 - Workers Compensation
- Optional
 - ◆ GROUP VOLUNTARY TERM LIFE AND (ACCIDENTAL DEATH & DISBURSEMENT) INSURANCE
 - ◆ DEFERRED COMPENSATION PLANS
 - ◆ IDENTITY FRAUD EXPENSE REIMBURSEMENT COVERAGE
 - ◆ EMPLOYEE PARTICIPATION PROGRAM
 - ◆ AFLAC
 - ◆ KERN FEDERAL CREDIT UNION (KFCU)

AN EQUAL EMPLOYMENT EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca, 93312 (661) 392-2000 www.norfun.org



SUPPLEMENTAL TO APPLICATION FOR OFFICE POSITIONS

NAME: _____ DATE: _____

POSITION APPLYING FOR: _____

Typing/Word Processing

Keyboarding/typing certificate: WPM _____ Date of latest test: _____

Data Entry: Yes [] No [] Numbers [] Data [] Combination []

Check the types of computer/input work you have performed and can demonstrate.

- Letters from draft, Light typing/word processing, Heavy typing/word processing, Composing documents, Editing documents, Proofreading, Form design/update, Database maintenance, Calendar maintenance/scheduling, Internet research, Presentations, Statistical reports, Numerical listings, Spreadsheets, Document imaging

Check the software you have used on a regular basis and can demonstrate.

- Windows, MS Outlook, MS Word, MS Access, MS Excel, MS PowerPoint, Adobe Acrobat, Internet User, Any Registration Programs (Specify), Other (Specify)

Office Equipment

Check the types of office equipment you have used and rate your ability 1-3. 1=some knowledge/exp; 2=good knowledge/exp; 3=highly skilled.

- Personal computer, Lap-top computer, Printer, Scanner, Multi-function copy machine, FAX machine, Multi-line telephone: # of lines, 10-key adding machine/calculator, Other office equipment used

Office Skills

Check the types of duties you have performed and can demonstrate.

- Filing: Alphabetical Numerical Other (describe) _____
 - Bookkeeping: Accounts Receivable Accounts Payable Payroll Deposits
 - Other (describe) _____
- Dispatching: radio computer-aided dispatch
- Cashiering experience - List the type(s) of environment (retail, food industry, etc): _____

- Office Receptionist experience:

<u>Type of Office</u>	<u>Size of Office</u>	<u>Dates Employed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Research/archival skills (describe): _____

Special projects for other clerical positions: _____

Other related office skills: _____

Public Contact

- Answering telephones
- Screening telephone calls
- Screening visitors
- Call center duties
 - Providing information by telephone
 - Providing information in person
- Responding to complaints in person in writing
- Customer Service
 - Sales/collection of cash
 - Collection of overdue accounts
 - Follow-up in writing
 - Activity/project coordination (describe): _____

Customer Service skills other than those listed above (describe): _____

List any other types of public contact: _____

Training

List all courses/training completed in office practices, secretarial science, bookkeeping, accounting, or related areas: _____

