



# MARIN MUNICIPAL WATER DISTRICT

## Administrative Assistant - Confidential

### **DEFINITION**

Under supervision, performs a variety of general and/or specialized office administrative support activities related to filing, data entry, reception, form processing, spreadsheet development, record maintenance, and correspondence; answers incoming calls and obtains and conveys general information to District employees and the public related to the District's recruitments, human resources programs and services, employee records; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This class performs a variety of technical and administrative support duties within the Human Resources Division. This class is distinguished from other technical and office administrative classes by its access to confidential information relating to employee and labor relations data, employment records, personnel actions, and selection processes. The Administrative Assistant-Confidential receives supervision from the Human Resources Manager or the Senior Human Resources Analyst and may receive technical and functional supervision from higher-level positions in the Human Resources Division.

This class is distinguished from the next higher level of Human Resources Technician by the latter's assignment of the more complex and specialized functions within the department which may include payroll, employee relations, employee benefits, recruitment and selection, performance evaluations, and training. The incumbent is expected to learn technical and specialized rules, regulations, policies, procedures, and activities related to the division.

### **EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to the following:

- Perform a wide variety of office administrative support work including typing of correspondence and reports from copy, notes, or verbal instructions, and proofing and checking work for accuracy, completeness, and compliance with established procedures.
- Perform copying, mailing, faxing, and distribution of a variety of documents including the posting of current positions and maintaining files and databases.
- Maintain employment statistical records and databases and assist in the preparation of reports.
- Assist in the coordination and scheduling of mandatory and optional training courses, development and distribution of announcements to employees and supervisors, registration of participants, and the tracking of enrollment and completion data and coordinating District-wide events, such as the employee recognition awards ceremonies.
- Assist in the coordination and scheduling of employment testing and provide assistance in the development, delivery and proctoring of testing information and results.
- Prepare, maintain, and track changes in recruitment and examination files and assist in the distribution of recruiting materials and compiles information.

- Provide general information and assistance to employees and supervisors, the public, other public agencies, and others in response to salary or employee benefits survey inquiries.
- Operate a variety of standard office equipment including networked personal computers and a variety of word processing and database software.
- Refer calls and questions to the appropriate person regarding District employment opportunities, policies, procedures, and other human resource functions and activities.
- Schedule, coordinate, and arrange for meetings and conferences including preparing agendas and processing minutes as required.
- Maintain and update a variety of records such as computer databases, spreadsheets, recruitment and testing files.
- Compile and review statistical and other data and enter and retrieve data from appropriate computer application and prepare appropriate reports.
- Build and maintain positive working relationships with co-workers, other District employees and the public, using principles of good customer service.
- Order and maintain office supplies and materials needed by Human Resources Department staff including ordering, checking in and stocking, taking inventory, and tracking of orders as needed.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Networked personal computer operation and office software applications particularly related to statistical information gathering and report writing, compiling and developing spreadsheets, and desktop publishing;
- principles and techniques of coordinating and planning group activities and meetings;
- applicable policies, procedures, operations, codes, and regulations;
- modern office practices, procedures, methods, and equipment including word processing, spreadsheet use, and data information and management systems;
- correct grammar, spelling, punctuation, vocabulary, and modern English usage and standard business writing practices;
- arithmetic and basic mathematical calculations, including basic bookkeeping and clerical procedures and technology; and
- good public relations and interpersonal techniques and customer service practices.

Ability to:

- Perform responsible clerical support work with speed and accuracy and prepare concise records, reports, correspondence, and informational materials independently;
- provide clerical and administrative support functions related to recruitment/selection, benefits; classification/compensation, employee relations, and other human resources activities;
- prepare and maintain confidential, technical, and statistical records and reports;
- understand, interpret, retain and apply rules, regulations, and guidelines;
- use initiative and sound independent judgment within scope of responsibility;
- work with the public and internal service customers in a tactful and effective manner;
- obtain information through questioning; work with interruption, and effectively handle multiple assignments;
- compile and enter statistical and other data accurately into appropriate forms, reports and documents; set job priorities, prepare informational materials and reports;
- work independently using time management skills;
- understand and carry out written and oral instructions;

- communicate effectively, both orally and in writing, with the public, staff, volunteers, and others encountered in the course of work;
- build and maintain positive working relationships with co-workers, other District employees and the public, using principles of good customer service; and
- follow applicable safety rules and regulations.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: Two years of increasingly responsible clerical or administrative support or secretarial work. Public sector experience involving extensive public contact responsibilities is preferred.
- Training: Equivalent to the completion of the twelfth grade. Additional specialized training in office management, human resources management, or a related field is preferred.

### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: September 2005  
Revised: August 2006  
Approved by: Human Resources Manager