



---

## EMPLOYMENT OPPORTUNITY

# ADMINISTRATIVE ASSISTANT I

\$4,600 - \$5,605/month

## FULL-TIME

Recruitment closes on **Thursday, April 15, 2021, 5:00 pm**. Apply early. Interested parties are strongly encouraged to submit application materials as soon as possible.



---

### Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

### What You'll Do

Duties may include, but are not limited to, the following:

- Responds to telephone and in-person inquiries from the public, other departments and agencies; refers inquiries or provides information requiring an understanding of department policies and procedures.
- Prepares reports, documents, newsletters, standard forms, and other materials.
- Provides direct clerical support to one or more professional or management positions; receives visitors; makes travel and meeting arrangements; maintains calendars.
- Composes correspondence and compiles reports from a variety of sources; facilitates transmission to other offices and agencies.
- Performs a variety of clerical tasks including typing/word processing, data entry, proofreading, filing, editing, office machine operation and maintenance; collects fees and issues receipts; sorts, files, prepares and/or processes a variety of documents and records, including recreation class registrations, permits or purchasing forms, according to established procedures.
- Assists in the preparation, assembly and distribution of agenda packets.
- Assists others in the performance of related tasks.

### What You Bring

## **EDUCATION:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include three years of progressively responsible clerical experience, including or supplemented by specialized training in the clerical occupational field. Word processing experience is essential.



## **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of related clerical and general office methods and techniques, including office equipment operation; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing. Working knowledge of the basic functions and organization of municipal government. Skill in computer functions and related software; ability to type and/or enter data on a computer at a speed necessary for successful job performance; ability to transcribe minutes from notes and or from recordings. Ability to learn, interpret, explain, and

apply department policies and procedures; communicate effectively both orally and in writing; use and edit for correct English grammar, punctuation, and spelling; establish and maintain cooperative working relationships.

## **LICENSES/CERTIFICATIONS:**

Requires a valid California driver's license at the time of appointment and throughout the period of employment.

## **PHYSICAL/MENTAL DEMANDS:**

While performing the duties of this class the employee is regularly required to sit, stand, walk, talk or hear both in person or on the telephone, and operate standard office equipment. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus. While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

## **WORK ENVIRONMENT**

The employee typically works in office conditions where the noise level is frequently quiet or moderately quiet.

## **ARE YOU READY TO APPLY?**

Submit your application and resume online at <https://www.agourahillscity.org> or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at [cbird@agourahillscity.org](mailto:cbird@agourahillscity.org) Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. **This recruitment will close on Thursday, April 15, 2021 at 5:00 pm.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

## **THE FINE PRINT:**

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check and, in compliance with the Immigration & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation including a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from

appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).

**GENERAL EMPLOYEE BENEFITS:**

**Health:** City currently contributes up to \$2,365.66/mo. towards medical premiums. City pays 100% of dental & vision premiums for both employee and dependents. **Short Term & Long Term Disability (STD & LTD):** insurance is provided by the City. **Flexible Spending Accounts (FSA):** Medical and Dependent Day Care FSA's and supplemental insurance available through AFLAC. **Retirement:** Provided through the California Public Employees' Retirement System (CalPERS) with the following formulas and contributions: 2%@55 for classic members. 2%@62 for new members. **Deferred Compensation:** City matches up to \$80/pay period of employee's matching 457 contributions. **Life Insurance:** 1½ times annual salary. **Sick Leave:** 96 hours per year. **Vacation:** 1-5 years – 80 hours/yr, 6-10 years – 120 hours/yr, 11+ years – 160 hours/yr. **Holidays:** 12 paid holidays per year.