



420 Capitola Avenue
Capitola, CA 95010
Telephone (831) 475-7300
Fax (831) 479-8879

EMPLOYMENT OPPORTUNITY

**ADMINISTRATIVE ASSISTANT
(to the Police Chief)
Salary Range: \$3,000 to \$3647 per month
(Plus Excellent Benefits)**

FINAL FILING DATE: FRIDAY, JULY 23, 2004

SELECTION PROCEDURE:

All properly completed applications will be reviewed and the most qualified candidates will be invited to attend an oral board interview. A typing certificate demonstrating 55 wpm must accompany the City application. Additional clerical tests may be required and an exhaustive background investigation will be conducted before hire. Applications are available at Capitola City Hall.

DEFINITION

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the police command staff, and assisting in the administration of the standard operating policies and procedures of the police department.

KNOWLEDGE & ABILITIES

(A) Knowledge of: department ordinances and law provisions; methods of modern office practices and procedures; and department organization, personnel, equipment and procedures.

(B) Skill in operating the following tools and equipment: personal computer, calculator, telephone, cash register, tape recorder, transcription equipment, copy machine, postage machine and fax machine.

(C) Ability to: work well with the public and others; give accurate and complete information to inquirers; receive and account for money accurately; type 55 words per minute; keep accurate records and prepare clean and concise reports; work independently and use time efficiently; use good judgment in handling problems that arise; maintain confidentiality; and use good English spelling, punctuation and grammar.

EDUCATION AND EXPERIENCE

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

(A) Graduation from high school or GED equivalent, and

(B) Three years of progressively responsible experience in performing secretarial duties and working with the public; or

(C) Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Possession of a valid California motor vehicle operator's license.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES – the following list is not intended to reflect all the duties performed within the job.

Answers questions and handles complaints from the public; provides information which may require knowledge of laws or ordinances.

Prepares a variety of correspondence and reports using Microsoft Office.

Makes appointments, arranges conferences and meetings and maintains itineraries for supervisors.

Files and retrieves records and information.

Prepares and distributes department manuals and memos.

Trains and supervises part-time employees, trainees or students.

Operates a variety of office equipment.

Performs research, analysis and assembly of information and data for the preparation of reports.

Screens department phone calls and directs them to the appropriate individuals.

Designs new forms for computer use.

Maintains and acts as custodian of confidential legal and technical records and files.

Prepares personnel action forms such as absence, vacation and sick leave reports.

Assists in the recruitment of new personnel; places newspaper advertisements, processes applications and schedules oral board and written examinations.

Maintains inventories and orders office supplies and materials.

Serves as cashier including receipting of payments and posting monies to appropriate accounts.

Prepares purchase orders by reviewing requisitions for proper accounting, fund balance and appropriation.

Reasonable Accommodations for the Disabled

If special accommodations are necessary at any stage of the examination process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.